



DISPATCH RECORDS / FORMS

OVERVIEW



LEARNING OBJECTIVES



**TERMINAL LEARNING
OBJECTIVES**

**ENABLING LEARNING
OBJECTIVES**



METHOD / MEDIA



- LECTURE METHOD
- POWER POINT PRESENTATION
- PRACTICAL APPLICATIONS



Evaluation



- **WRITTEN EXAM WITHOUT THE AID OF REFERENCES.**
- **PERFORMANCE EXAM WITH THE AID OF REFERENCES**



**ANY QUESTIONS
ON WHAT IS
EXPECTED OF
YOU?**



NAVMC 696D



MOTOR VEHICLE AND ENGINEER RECORD FOLDER



PURPOSE



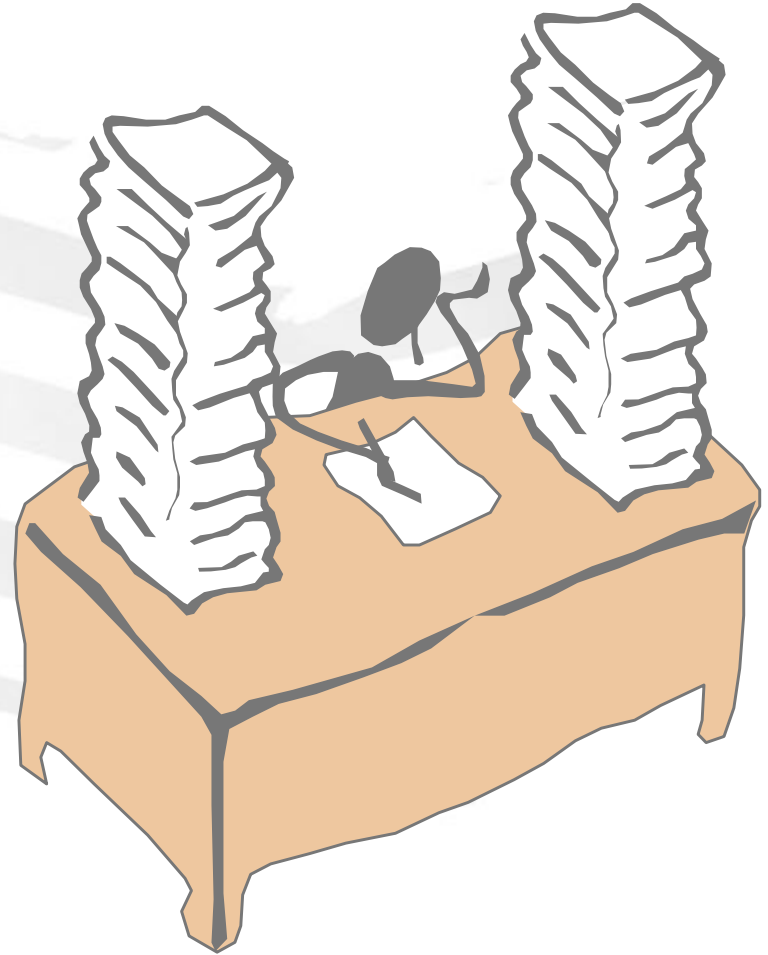
- **Used to maintain historical data;**
- **Transfers**
- **Receipts**
- **Modifications**
- **Major Assembly Replacements**



PURPOSE CONT.



- **Serves as a file folder for completed records and forms.**





RESPONSIBILITIES



➤ **Will be maintained on each item of Motor Transport, Engineer, and Garrison Mobile Equipment.**



RESPONSIBILITIES CONT.



➤ **Equipment that is controlled by one TAM number, but is associated with other commodity equipment, a separate record jacket will be maintained for that specific item.**



RESPONSIBILITIES _CONT.



- **In this case both records will reflect the MC Reg. Number, Chassis Ser. Number, TAM Number, NSN, and ID Number of the TAM as a single entity.**



RESPONSIBILITIES

CONT.



- **MCLB first receives equipment and establishes 696D.**
- **If equipment is received direct from manufacturer, or the 696D is lost, that unit is responsible for establishing the 696D.**



RESPONSIBILITIES **_CONT.**



- **When establishing or reconstructing, use the date of that action in a five digit Julian Date format. For example:**

**February 04, 2009 would be
09035**



RESPONSIBILITIES **_CONT.**



- **The custodian is responsible for the up-to-date entries while equipment is in his/her custody.**
- **When Engineer Equipment has more than one power plant, maintain a NAVMC 10523 and 10524 on each power plant (i.e. Runway Sweeper).**



PREPARATION INSTRUCTIONS



- **Descriptive data for the equipment will appear on the top.**
- **Enter appropriate entries in the Transfer, Modification, and Major Unit Assembly Replacement Record portion as required.**



PREPARATION INSTRUCTIONS



- **Enter Received/Transferred from one RUAF to another RUAF.**
- **Account Ser# column refers to the owning units activity code(RUC) of unit having custody of the item when the entry is made.**



PREPARATION INSTRUCTIONS



- **MCO P11262.2_ AND MCO P11240.106_ govern load testing and Annual Condition Inspections for tactical and garrison mobile equipment.**
- **The results of the ACI and Load Test Certificates must be filed inside the 696D.**

MC REGISTRATION NO.
DATA PLATE
CHASSIS SERIAL NO.
DATA PLATE

COMPLETE NOMENCLATURE AND VEHICLE CODE
AS IT READS ON THE DATA PLATE

TAM:
NSN:
ID:

TRANSFER, MODIFICATION AND MAJOR UNIT ASSEMBLY REPLACEMENT RECORD									
DATE	ACCOUNT SERIAL NO.	VOUCHER NO.	MI/TI NO.	DESCRIPTION OF MODIFICATION COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED	DATE	ACCOUNT SERIAL NO.	VOUCHER NO.	MI/TI NO.	DESCRIPTION OF MODIFICATION COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED
DATE: FIVE DIGIT JULIAN DATE					Not listed or no Data Plate, use info on the Parts Manual.				
• MODIFICATION COMPLETED									
• MAJOR ASSEMBLY REPLACEMENT									
ACCOUNT SERIAL NO.									
• AC OF THE UNIT ACCOUNTABLE									
VOUCHER NO.									
• DOCUMENT NO. OF THE ACCOUNTABLE TRANSACTION FROM ONE RUAF TO ANOTHER.									
MI/TI No.									
• ENTER THE MI NUMBER UPON COMPLETETION OF MOD.									
DESCRIPTION OF MOD. COMPLETED OR MAJOR UNIT ASSEMBLY REPLACED									
• BRIEF DESCRIPTION OF MI.									
• BRIEF DESCRIPTION AND SERIAL NO. OF THE NEW MAJOR UNIT ASSEMBLY.									
• TRANSFERRED OR RECEIVED.									
REMARKS									

ALL PRECEEDING ENTRIES ARE NOT REQUIRED FOR TACTICAL EQUIPMENT!



PREPERATION INSTRUCTIONS



➤ **Remarks.**

- ✓ **When equipments time indicator is replaced, enter the date changed and the old and new hours.**
- ✓ **Enter the date when performed for all equipment that requires Load Test, ACI, and NDT.**



PREPARATION INSTRUCTIONS CONT.



➤ Remarks continued-

- ✓ TM 4700-15/1_, Pg. 1-3, Para. 1-2.c also states the CARC Paint entry shall be placed in the Remarks section.**



PREPARATION INSTRUCTIONS CONT.



➤ Remarks continued-

- ✓ Hook Throat Base Dimension measurement will be entered when Load Tested.
- ✓ CARC painted equipment shall note the date when painted as such: **Painted with CARC 21 May 1986**
- ✓ When equipment has antifreeze changed, enter the type and date changed.
- ✓ Temporary entries may be entered in pencil.



PREPARATION INSTRUCTIONS CONT.



- **MCO P11262.2A, Pg. 1-3, Para. 2002.2, states HTS shall be measured upon receipt.**
- **HTS is established by installing two tram points on the hook, measure between these points to +/- 1/64".**



PREPARATION INSTRUCTIONS CONT.



- **The Hook Throat Spread Base Dimension shall be retained in the Remarks section for the life of the hook.**
- **HTS shall be measured quarterly.**
- **Hooks showing and increase in the HTS by more than 15% from the HTSBD shall be discarded.**
- **MCO P11262.2A, Pg. 2-6, Para. 2005 also states the NDT will be annotated in the Remarks section.**



PREPARATION INSTRUCTIONS CONT.



- **MCO 4105.2_, Enclosure 2, Pg.1, Para. C. Upon receipt of the equipment, or as appropriate, the commencement dates of the warranty must be recorded in the remarks portion of the equipment record jacket NAVMC 696D.**



RECORDS & FORMS



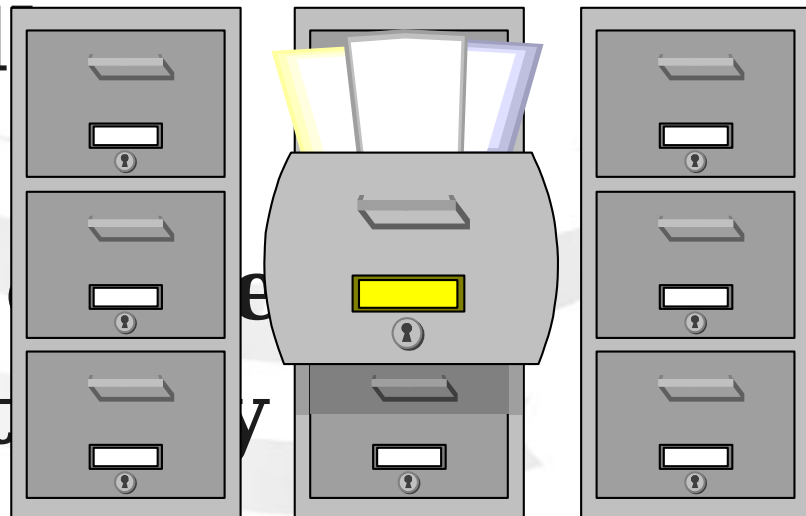
TAKE A BREAK!



FILING



➤ **The NAVMC 696D will be filed in the administration office as directed by the Commanding Officer.**



Face of 696D becomes full, retain inside the new 696D.



DISPOSITION



- **When vehicle is transferred, the NAVMC 696D will be packaged and shipped with the associated Basic Issue Item (BII) and Collateral Material (CM) to the gaining unit.**
- **When equipment is determined to be unserviceable and a Letter of Unserviceable (LUP) is received, destroy all records.**



PRACTICAL APPLICATION



- **INSERT THE FOLLOWING INFORMATION ON YOUR 696D**
 - **ALL-TERRAIN CRANE (ATC) TEREX 50 TON**
 - **CHASSIS # WMG 4218327000121**
 - **TAM #: B00387**
 - **NSN: 3810-01-538-4030**
 - **ID # 11262A**
 - **LOAD TEST / NDT: JULY 13, 2005**
 - **ACI: JAN. 15, 2008**
 - **HOURMETER REPLACED ON FEB 2, 2007 (OLD 1234/NEW 0)**
 - **HOOK THROAT SPREAD BASE: 6.648"**
 - **CARC: JUNE 13, 2007**
 - **COOLANT WAS CHANGED ON JAN. 22, 2008 (ETHENYL GLYCOL)**

COMPLETE NOMENCLATURE AND VEHICLE CODE

TAM #: B00387

NSN: 3810-01-538-4030

ID # 11262A

627523

ALL-TERRAIN CRANE (ATC)

CHASSIS SERIAL NO.

WMG 4218327000121

TEREX 50 TON

TRANSFER, MODIFICATION AND MAJOR UNIT ASSEMBLY REPLACEMENT RECORD

[illegible]

LOAD TESTED:13JUL05 ACI: 15JAN08 HR.MTR RPLC:02FEB07

NDT: 13JULY07

PAINTED W/ CARC: 13 JUNE 2007

OLD:1234 NEW: 0

HTSBD: 6.648"

ANTI-FREEZE CHANGED: 22JAN08 ETHYLENE GLYCOL

1ST QTR 6.644 2ND QTR

3RD OTR 4TH OTR

MOTOR VEHICLE AND ENGINEER EQUIPMENT RECORD FOLDER (11245)

THIS FOLDER WILL ACCOMPANY VERIFIED EQUIPMENT UPON TRANSFER



NAVMC 696D



**ARE THERE ANY
QUESTIONS?**



QUESTIONS TO YOU!

Q. How long is the NAVMC 696D maintained?

A. For the life of the item of equipment.



QUESTIONS TO YOU!

Q. What information is required in the “REMARKS” section of the 696D?

A. EOT Indicator RPLC old & new readings and date, HTSBD, Dates of LT, NDT, ACI, CARC Paint, Anti-Freeze and type.



NAVMC 10524



**CONSOLIDATED
ENGINEER EQUIPMENT
OPERATIONAL LOG
AND SERVICE RECORD**



PURPOSE



- **Provides authority for an operator to operate on an assigned mission.**
- **May be used in place of the NAVMC 10523(Engineer Equipment Operational Record) when equipment is being operated at a project site for extended periods time.**



PURPOSE CONTINUED



- Provides the operator with a checklist for conducting BEFORE, DURING, and AFTER checks and services. (PMCS).
- Provides means to record mileage/hours for PMCS scheduling.
- Used as template for indicating required operator daily PMCS on the NAVMC 10523.



PURPOSE CONTINUED

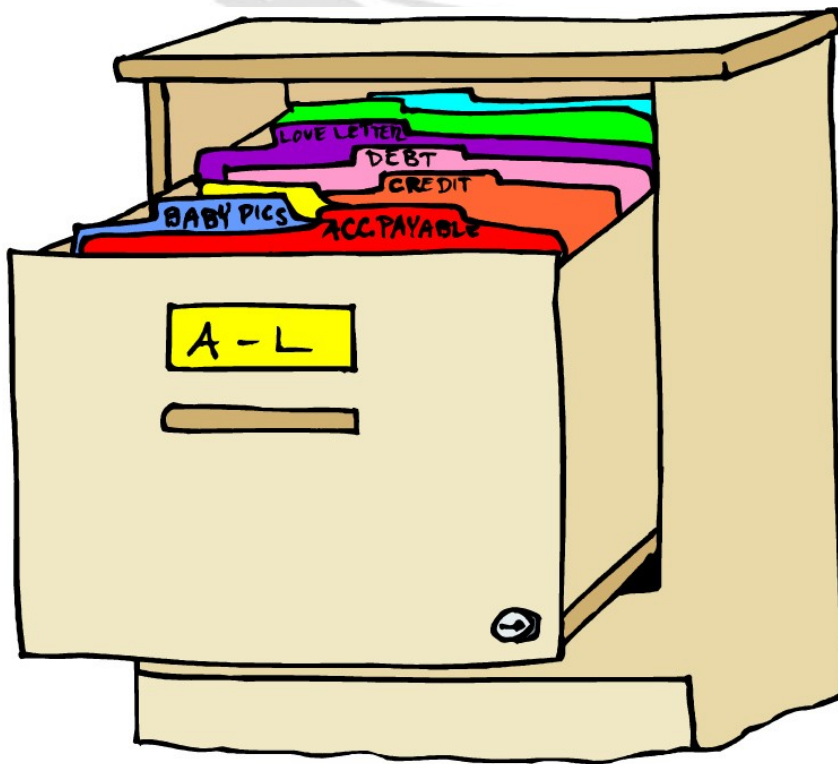


- **Not required when a ERO has been submitted and equipment is operated from pool area to maintenance shop.**





RESPONSIBILITIES



- **Maintained by the dispatcher.**
- **Must be kept up-to-date so that the scheduled PMCS is performed when due.**



RESPONSIBILITIES CONT.



- **Dispatcher will ensure the following:**
 - ✓ **Request for the assigned mission is authorized.**
 - ✓ **Operator has a valid operator's license (OF-346).**
 - ✓ **Section "A" is updated with any 2nd EOM or higher PMCS due on equipment. Leave blank if equipment has no operational time indicator.**



RESPONSIBILITIES CONT.



- **Dispatcher's responsibilities continued:**
 - ✓ **NAVMC 10031 (Daily Dispatching Record of Vehicles) is updated using the information from the NAVMC 10524.**
 - ✓ **Equipment Officer or Chief is notified, when NAVMC 10524 indicates CM or PMCS work is required.**



RESPONSIBILITIES CONT.



- **Dispatcher's responsibilities continued:**
 - ✓ **Updated after receipt of the completed NAVMC 10523 when required.**
 - ✓ **Before, During and After operation PMCS are indicated on the Daily Preventive Maintenance Services side.**
 - ✓ **Dispatcher is not required to schedule 8 or 10 hour PMCS.**



RESPONSIBILITIES CONT.



- **The Equipment Chief will ensure the following:**
 - ✓ **Section "A" is updated after completion of a 2nd echelon or higher, scheduled or unscheduled, PMCS.**
 - ✓ **NAVMC 10561 (Preventive Maintenance Checks and Services Roster) is updated.**
 - ✓ **Any PMCS or CM is done prior to being dispatched.**



RESPONSIBILITIES CONT.



➤ **The Operator will ensure the following:**

- ✓ **Completes all blocks pertaining to the operator before returning to the equipment pool.**
- ✓ **Hr/Miles PMCS Completed Block requires initials for daily PMCS.**



FSMAO CLARIFICATION



- ***CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY DTD 15 MAY 06. Completion requirements for operator's daily PMCS (NAVMC 10524).***
 - ✓ **Back of the 10524 should be completed when the form is established for the equipment and filed in the NAVMC 696D. The back of the form serves as a guide for the dispatcher, when dispatching equipment, to determine which services are applicable to the item of equipment being dispatched.**



RECORDS & FORMS



TAKE A BREAK!

[illegible]

SECTION B

DAILY PREVENTIVE MAINTENANCES SERVICES

Legend for marking

A - Adjust required
C - Check
S - Service
V - Verify
X - Adjustment/Repair
O - Defect Corrected

ITEM NO.	COVERAGE	OPERATION			8 HOUR	10 HOUR	
		BEFORE	DURING	AFTER			
1	DAMAGE, PILFERAGE, LOSS	C		C			
2	LEAKS, GENERAL	C		C			
3	FUEL, OIL, WATER	V		S			
4	ENGINE, WARMUP	C					
5	INSTRUMENTS	C	C				
6	SAFETY DEVICES	C					
7	TOOLS AND EQUIPMENT	C					
8	PUBLICATIONS	V					
9	CLUTCH	V	C				
10	STEERING	C	C				
11	ENGINE OPERATION		C				
12	UNUSUAL NOISES	C	C				
13	LIGHTS AND REFLECTORS	C					
14	AIR TANKS	S		S			
15	DRIVE BELTS	C		C			
16	BATTERY ELEC. LEVEL	C		S			
17	ANTIFREEZE TEST TO ____ F	V					
18	SERVICE BRAKES	V	C				
19	TRANSMISSION	C	C				
20	AIR FILTER	V	S				
21	FUEL FILTER	S		S			
22	TIRES/TRACK	C		C			
23							
24							
25							

NOTES:
1. Add other coverages and procedures designated by the appropriate technical manual.
2. 8 & 10 hour PMCS's are considered as daily PMCS'S.

REMARKS

ITEM	COVERAGE AND PROCEDURE	ITEM	COVERAGE AND PROCEDURE
1	DAMAGE, PILFERAGE, LOSS. Examine for signs of any obvious damage, pilferage or loss of components, attachments, or accessories.	12	UNUSUAL NOISES. Note for signs of metal grinding, squealing, or thumping. Observe for signs of excessive backlash and worn sheave bushings or gears.
2	LEAKS, GENERAL. Check under equipment and in engine compartment for signs of fuel, oil, water, gear oil, or brake fluid leaks.	13	LIGHTS AND REFLECTORS. Test for adequacy of performance and serviceability. Broken or cracked lenses and reflectors are to be replaced.
3	FUEL, OIL, WATER. Verify levels and condition. Water level in radiator must be as specified in TM. Fuel tank to be full and free of excessive sediment deposit as noted at the sediment bowl. Oil to be clean and at level specified by TM. Refill to level after each operation. Contaminated fuel, water, and lubricant chief if contaminated occurs frequently.	14	AIR TANKS. Drain to prevent accumulation of condensation or freezing.
4	ENGINE WARMUP. Allow engine to operate sufficiently to reach operating temperature. Inspect for obvious leaks and note for signs of improper operations such as: (1) unusual noises (knocks, growling or grinding), (2) excessive smoking, and (3) throttle response.	15	DRIVE BELTS. Verify adjustments and condition. Belts having oil and grease on them are to be cleaned as soon as possible.
5	INSTRUMENTS. All instruments and gages are to function as prescribed in appropriate technical manuals. Those of most importance are: (1) water temperature to show a reading of ____ to ____, (2) oil pressure to register between ____ and ____ on the page, (3) ammeter to show a high rate of charge immediately following starting; then reduced to approximately 5 amps.	16	BATTERY LEVEL. Electrolyte level to be specified by the TM. Report any excessive water consumption to the equipment chief. Terminals to be clean and tight.
6	SAFETY DEVICES. Check mirrors, horns, fire extinguishers, boom stops, and turn signals for proper functioning and/or condition.	17	ANTIFREEZE. Degree of protection to be verified with a hydrometer. Do not add water in a protected cooling system without consulting the equipment chief.
7	TOOLS AND EQUIPMENT. Tools and assigned attachments or accessories are to be checked for serviceability, completeness and condition.	18	SERVICE BRAKES. Verify proper adjustment and check operation immediately upon moving equipment.
8	PUBLICATIONS. Verify that required publications are aboard the equipment.	19	TRANSMISSION. Check fluid level in accordance with TM. Check for overheating during operation.
9	CLUTCH. Verify adjustment and tension. Note for signs of excessive heating while under load.	20	AIR FILTERS. Verify that air filter element is clean and (if required) oil level correct. Service after each day of operation or more often if required.
10	STEERING. Cover adequacy of all types of steering mechanisms, such as clutches, brakes, air, hydraulic, and gear.	21	FUEL FILTERS. Drain to prevent accumulation of condensation.
11	ENGINE OPERATION. Check for irregular performance, such as misses and unusual noises. Verify adequacy of power by subjecting the equipment to a load-performance test.	22	TIRES/TRACKS. Tires to be inflated to recommended pressure and free from major cuts and bruises. Tracks to be properly adjusted for tension and rollers correctly serviced.
		NAVMC 10524 (Rev. 12-93) (EF) (Reverse)	



COMPUTING HOURLY PMCS SCHEDULE



- **How to figure your hourly PMCS schedule will not be found in any MCO, TM, or UM.**
- **The following slides will explain how this can be accomplished.**



FORMULA WHEN A HOURLY PMCS HAS BEEN COMPLETED



PMCS DUE (COMES FROM LINE 3)

± HOUR METER READING (TAKEN FROM ERO)

NEW PMCS DUE (THIS READING IS PLACED IN
THE APPROPRIATE BLOCK)

EXAMPLE

250	500	1000	1500	2000
250	500	1000	1500	2000

YOUR EQUIPMENT IS DUE FOR A 250 HR PM, YOU SEND IT TO MAINT. THEY COMPLETE IT, THE ERO STATES THE EQUIPMENT HAS 250 HRS ON IT. THIS IS WHAT YOUR UPDATED 10524 WOULD LOOK LIKE NOW.

500	500	1000	1500	2000
250	500	1000	1500	2000

EXAMPLE

500	500	1000	1500	2000
250	500	1000	1500	2000

YOUR EQUIPMENT IS DUE FOR A 500 HR PM, YOU SEND IT TO MAINT. THEY COMPLETE IT, THE ERO STATES THE EQUIPMENT HAS 500 HRS ON IT. THIS IS WHAT YOUR UPDATED 10524 WOULD LOOK LIKE NOW.

750	1000	1000	1500	2000
250	500	1000	1500	2000

EXAMPLE

750	1000	1000	1500	2000
250	500	1000	1500	2000

YOUR EQUIPMENT IS DUE FOR A 250 HR PM, YOU SEND IT TO MAINT. THEY COMPLETE IT, THE ERO STATES THE EQUIPMENT HAS 750 HRS ON IT. THIS IS WHAT YOUR UPDATED 10524 WOULD LOOK LIKE NOW.

1000	1000	1000	1500	2000
250	500	1000	1500	2000



FORMULA WHEN THE HOUR METER HAS BEEN REPLACED



****The following formula applies to the PM schedule when the new hour meter has “0” hours.**

****This formula must be applied to each hour by PM separately.**

- OLD HOUR METER READING (ERO/HR METER)

**NEW PMCS DUE (THIS READING IS PLACED IN
THE APPROPRIATE BLOCK)**



NAVMC 10524

YOU SEND IT TO MAINT. TO HAVE THE
HOUR
METER REPLACED, MAINT. RELACED THE
HOUR
METER AND THE NEW HOUR METER HAS
“0”. THE
OLD HOUR METER HAD “275” HOURS.

THIS IS 500 1000 1500 2000
WHAT YOUR 10524 CURRENTLY LOOKS
LIKE 250 500 1000 1500 2000



EXAMPLE



500	500	1000	1500	2000
-275	-275	-275	-275	-275
<u>225</u>	<u>225</u>	<u>725</u>	<u>1225</u>	<u>1725</u>
↓	↓	↓	↓	↓
225	225	725	1225	1725
250	500	1000	1500	2000



FORMULA WHEN THE HOUR METER HAS BEEN REPLACED



****The following formula applies to the PM schedule when the new hour meter has hours already accumulated on it.**

****This formula must be applied to each hourly PM separately**

$$\begin{array}{r} \text{PMCS DUE (LINE 3)} \\ - \text{OLD HR MTR READING (ERO/HR MTR)} \\ \hline \text{???? (RESULT)} \\ + \text{???? (NEW HR MTR)} \\ \hline \text{???? (NEW PMCS DUE) (PLACE IN THE APPROPRIATE BLOCK)} \end{array}$$



NAVMC 10524

YOU SEND IT TO MAINT. TO HAVE THE
HOUR
METER REPLACED, MAINT. RELACED THE
HOUR
METER AND THE NEW HOUR METER HAS
“65” HRS.

THE OLD HOUR METER HAD “20” HOURS

225

225

725

1225

1725

250

500

1000

1500

2000

EXAMPLE

$$\begin{array}{r} 225 \\ - 30 \\ \hline 195 \\ + 65 \\ \hline 260 \end{array}$$



260

250

$$\begin{array}{r} 225 \\ - 30 \\ \hline 195 \\ + 65 \\ \hline 260 \end{array}$$



260

500

$$\begin{array}{r} 725 \\ - 30 \\ \hline 695 \\ + 65 \\ \hline 760 \end{array}$$



760

1000

$$\begin{array}{r} 1225 \\ - 30 \\ \hline 1195 \\ + 65 \\ \hline 1260 \end{array}$$



1260

1500

$$\begin{array}{r} 1725 \\ - 30 \\ \hline 1695 \\ + 65 \\ \hline 1760 \end{array}$$



1760

2000



RECORDS & FORMS



TAKE A BREAK!



PRACTICAL APPLICATION



- The hour meter was changed at 411 hours, adjust the PMCS schedule to reflect that change.
- The new hour meter has "0" hrs on it.

[illegible]



RECORDS & FORMS



TAKE A BREAK!



SECTION "B"



- **Optional, except when equipment is being operated at an isolated job site for an extended period.**
- **If required the Major Subordinate Commands Maintenance Management Standing Operating Procedures(MSCMMSOP) will state those requirements.**
- **No EOT Indicator, the NAVMC 10523 is mandated to capture hours.**



10524 IN 696D



- **FIRST WE WILL LOOK AT WHAT THE 10524 MAY LOOK LIKE IN THE 696D WHEN ENTRIES IN SECTION "B" IS MANDATED BY THE MMSOP.**



FSMAO CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY



- The intent of page 2-21-6, paragraph (2) of TM 4700-15/1_ is to provide the unit commander the option to use or not use section "B" of the NAVMC 10524. The exception is when equipment is operated at an isolated job site for extended periods of time. The MMSOP must clearly state if section "B" is to be used, and, if not, what procedures must be followed in order for the shops to determine when hourly Preventive Maintenance Checks and Services (PMCS are due in their equipment.***

CONSOLIDATED ENGINEER EQUIPMENT OPERATION LOG AND SERVICE RECORDS (4700)

SECTION A

EQUIPMENT NOMENCLATURE HIGH SPEED HIGH MOBILITY CRANE						ID NO 09109B	USMC OR SERIAL NO 123456		DATE RECORD OPENED 13 JUL 06	DATE RECORD CLOSED	CONTROL NO OR UNIT 00172
REFERENCES: OPERATION/MAINTENANCE-TM 09109A-10/1							PARTS - SL-4- 09109A			RECORDS-TM 4700-15/1-	
PMCS DUE: (Use Pencil only)	2505	500	1000	1500	2000				LAST SCHEDULED PMCS (Enter Date Performed)	NEXT SCHEDULED PMCS (Enter Date Due)	LUBRICATION DUE NEXT PMCS (Enter Type)
SCHEDULED PMCS	250	500	1000	1500	2000				SEPT 06	SEPT 07	IAW TM

SECTION B

OPERATION				SERVICE									
DATE	SPEEDOMETER OR HOURMETER READING		TOTAL HR/MI OPER.	POL CONSUMPTION				AIR FILTER CLEANED/ CHANGED	HR/MI PMCS COMPLETED	ERO NO.	UNIT	SIGNATURE	
	STARTED	STOPPED		GAA (GAL)	DIESEL (GAL)	OIL WT	OIL WT						
13Jul06		25	0	GAA LBS		10	15/30	90		25	AT056	54063	Sign
15Jul06	25	31	6	.25	15		1qt						
16Jul06	31	34	3										
18Jul06	34	40	6										
20Jul06	40	47	7	.25	25	1qt							
21Jul06	47	50	3										
25Jul06	50	54	4										
26Jul06	54	56	2										
30Jul06	56	60	4										
1Aug06	60	65	5	.25	26		1qt						
5Sep06	245	245	0						245	AT200	54063	Sign	
TOTALS			40	.75	66	1qt	2qt						



10524 EXTENDED JOBSITE



- **NOW LETS LOOK AT WHAT THE 10524 MAY LOOK LIKE WHEN IT IS FILLED OUT BY THE OPERATOR(S) ON A JOBSITE FOR AN EXTENDED PERIOD OF TIME.**

SECTION A	EQUIPMENT NOMENCLATURE HIGH SPEED HIGH MOBILITY CRANE						ID NO 09109B	USMC OR SERIAL NO 123456	DATE RECORD OPENED 13 JUL 06	DATE RECORD CLOSED 01 AUG 06	CONTROL NO OR UNIT 00172
	REFERENCES: OPERATION/MAINTENANCE-TM 09109A-10/1								PARTS - SL-4- 09109A		RECORDS-TM 4700-15/1-_____
	PMCS DUE: (Use Pencil only)	250	500	1000	1500	2000			LAST SCHEDULED PMCS (Enter Date Performed)	NEXT SCHEDULED PMCS (Enter Date Due)	LUBRICATION DUE NEXT PMCS (Enter Type)
	SCHEDULED PMCS	250	500	1000	1500	2000			JULY 06	JULY 07	IAW TM

OPERATION				SERVICE										
DATE	SPEEDOMETER OR HOURMETER READING		TOTAL HR/MI OPER.	POL CONSUMPTION					AIR FILTER CLEANED/ CHANGED	HR/MI PMCS COMPLETED	ERO NO.	UNIT	SIGNATURE	
	STARTED	STOPPED		GAA (GAL)	DIESEL (GAL)	OIL WT	OIL WT	OIL WT						
13Jul06	20	25	5							CL	BKB			
15Jul06	25	31	6	.25	15		1qt			CL	BKB			
16Jul06	31	34	3							CL	BKB			
18Jul06	34	40	6							CL	BKB			
20Jul06	40	47	7	.25	25	1qt				CL	BKB			
21Jul06	47	50	3							CL	BKB			
25Jul06	50	54	4							CL	BKB			
26Jul06	54	56	2							CL	BKB			
30Jul06	56	60	4							CL	BKB			
1Aug06	60	65	5	.25	26		1qt			CL	BKB			
<div style="border: 2px solid black; width: 100%; height: 100%; transform: rotate(45deg); position: relative;"> SECTION B </div>														
TOTALS			40	.75	66	1qt	2qt							



FILING AND DISPOSITION



- **Filed in the 696D.**
- **When the sheet is filled, the accumulated totals and other data is transferred to a new NAVMC 10524.**
- **Retain the last completed or filled NAVMC 10524.**



NAVMC 10524



**ARE THERE ANY
QUESTIONS?**



QUESTIONS TO YOU!



Q. What is the purpose of Section “B” of the NAVMC 10524?

A. To provide a means of recording equipment mileage and hours, preventive maintenance scheduling, POL consumption.



QUESTIONS TO YOU!



Q. Who maintains the NAVMC 10524?

A Dispatcher



NAVMC 10523

**ENGINEER EQUIPMENT
OPERATIONAL RECORD**

NAVMC 10523

FRONT

DATE		EQUIPMENT				USMC OR SERIAL NO.		ORGANIZATION				
OPERATIONAL			TIME		HOURS OR MILES		REPORT TO (Location)		RELEASED BY (Signature - Time)			
	1ST OPERATOR		IN		STOP							
	DISPATCHER'S SIGNATURE		OUT		START							
			TOTAL		TOTAL							
	2ND OPERATOR		IN		STOP							
	DISPATCHER'S SIGNATURE		OUT		START							
			TOTAL		TOTAL							
	WORK PERFORMED	1ST OPERATOR										
		2ND OPERATOR										
	SERVICE	FUELS		LUBES			OIL CHANGE		LUBRICATION		PM SERVICE	
DIESEL (GAL)		GAS (GAL)	OE (QTS)	GO (QTS)	GREASE (LBS)	HOUR/MILE DUE	HOUR/MILE COMPLETED	HOUR/MILE DUE	HOUR/MILE COMPLETED	TYPE PM DUE	HOUR/MILE DUE	HOUR/MILE COMPLETED
<div style="background-color: yellow; padding: 10px;"> FOUND IN TM 4700-15/1H, PG. 2-20-1 </div>									1ST OPERATOR'S SIGNATURE			
									2ND OPERATOR'S SIGNATURE			
									EQUIPMENT FOREMAN'S SIGNATURE			

NAVMC

10523

BACK

DAILY "A" PM SERVICE

Legend for marking

A — Adjust **S** — Service **X** — Adjustment/Repair Required
C — Check **V** — Verify **O** — Defect Corrected
L — Lubricate **/** — Not applicable

ITEM NO.	COVERAGE	OPERATION			8 HOUR	10 HOUR	
		BEFORE	DURING	AFTER			
1	DAMAGE, PILFERAGE, LOSS	C	/	C			
2	LEAKS, GENERAL	C		C			
3	FUEL, OIL, WATER	V		S			
4	ENGINE WARMUP	C	/				
5	INSTRUMENTS	C	C				
6	SAFETY DEVICES	C					
7	TOOLS AND EQUIPMENT	C					
8	PUBLICATIONS	V	/				
9	CLUTCH	V	C				
10	STEERING	C	C				
11	ENGINE OPERATION	/	C	/			
12	UNUSUAL NOISES	C	C	/			
13	LIGHTS AND REFLECTORS	C					
14	AIR TANKS	S		S			
15	DRIVE BELTS	C		C			
16	BATTERY ELEC. LEVEL	C	/	S			
17	ANTIFREEZE TEST TO _____ ° F	V	/				
18	SERVICE BRAKES	V	C				
19	TRANSMISSION	C	C				
20	AIR FILTER	V		S			
21	FUEL FILTERS	S	/	S			
22	TIRES/TRACK	C		C			
23							
24							
25							

NOTES:

1. Add other coverages and procedures designated by the appropriate technical manual.
2. 8 and 10 hour scheduled PM's are considered as daily PM services.
3. If repairs are required, notify the equipment chief.

REMARKS



PURPOSE



- **Provides the operator with the authority to operate a piece of equipment on an assigned mission.**
- **Provides the operator with a checklist for conducting daily PMCS.**



PURPOSE CONT.



- **Provides a means for recording mileage or hours for equipment operation so that PMCS may be scheduled and POL consumption determined.**
- **NAVMC 10523 need not be prepared when equipment has an ERO submitted and is being operated from pool area to maintenance shop.**



RESPONSIBILITIES



- **Maintained by the Dispatcher.**
- **The Dispatcher will ensure.**
 - ✓ **The request for the assigned mission is authorized.**
 - ✓ **Operator has a valid operator's license (OF-346)**
 - ✓ **NAVMC 10523 is updated with any PMCS due.**



RESPONSIBILITIES CONT.



- **The NAVMC 10031(Daily Dispatching Record of Vehicles) is updated with applicable data from the the NAVMC 10523.**
- **Equip. Officer or Chief is notified when the NAVMC 10523 indicates equip. needs corrective maintenance.**



RESPONSIBILITIES CONT.



- ✓ **Oil change or lubrication service due.**
- *Not required when equipment is enrolled in JOAP or no time indicator.***
- ✓ **Second echelon or higher PMCS due on equipment. Leave blank when equipment has no time indicator.**
- ✓ **Update NAVMC 10524 when NAVMC 10523 is completed.**



RESPONSIBILITIES CONT.



- ✓ **The required daily PMCS located on the back of NAVMC 10523 is filled out as indicated on the NAVMC 10524.**
- ✓ **Dispatcher is not required to schedule 8 or 10 hr PMCS.**
- ✓ **The completed NAVMC 10523 is forwarded to the Equip. Officer, Chief, or Foreman for signature.**



RESPONSIBILITIES CONT.



➤ **The Equipment Chief will ensure the following:**

- ✓ **Any required PMCS or CM is accomplished before equipment is dispatched.**



RESPONSIBILITIES CONT.



- **The Operator will ensure the following:**
 - ✓ **Complete blocks pertaining to operation and maintenance of the equipment.**
 - ✓ **Complete blocks pertaining to daily PMCS Operator will treat and conduct 8 or 10 hour PMCS, recommended by the manufacture in the appropriate TM, as daily PMCS.**
 - ✓ **Operator will forward the completed NAVMC 10523 to the dispatcher**

DISPATCHER ENTERS THE FOLLOWING. 2ND OPERATOR NOT REQUIRED.

DATE 12 Jun 00		EQUIPMENT HSMMC 25 TON				USMC OR SERIAL NO. 557785		ORGANIZATION MWSS-172, MWSG-17, 1ST MAW				
OPERATIONAL			TIME		HOURS OR MILES		REPORT TO (Location)		RELEASED BY (Signature - Time)			
	1ST OPERATOR OF-346		IN		STOP		LOCATION OF WHERE THE OPERATOR IS TO REPORT TO.					
	DISPATCHER'S SIGNATURE MUST BE AUTH.		OUT	0700	START							
			TOTAL		TOTAL							
	2ND OPERATOR		IN		STOP							
	DISPATCHER'S SIGNATURE		OUT		START							
			TOTAL		TOTAL							
	WORK PERFORMED		1ST OPERATOR				<div style="border: 2px solid red; padding: 5px; text-align: center;"> <u>MAY BE LEFT BLANK IF ENROLLED IN JOAP</u> </div>					
			2ND OPERATOR									
	SERVICE	FUELS		LUBES			OIL CHANGE		LUBRICATION		PM SERVICE	
DIESEL (GAL)		GAS (GAL)	OE (QTS)	GO (QTS)	GREASE (LBS)	HOUR/MILE DUE	HOUR/MILE COMPLETED	HOUR/MILE DUE	HOUR/MILE COMPLETED	TYPE PM DUE	HOUR/MILE DUE	HOUR/MILE COMPLETED
						500	245	500	245	500	500	245
REMARKS									1ST OPERATOR'S SIGNATURE			
									2ND OPERATOR'S SIGNATURE			
									EQUIPMENT FOREMAN'S SIGNATURE			



*
DISPATCHER WILL ENTER THE LEGEND AS LISTED ON THE NAVMC 10524 FOR THE: BEFORE, DURING, AFTER.

DAILY "A" PM SERVICE

Legend for marking

A — Adjust S — Service X — Adjustment/Repair Required
C — Check V — Verify O — Defect Corrected
L — Lubricate / — Not applicable

ITEM NO.	COVERAGE	OPERATION			8 HOUR	10 HOUR
		BEFORE	DURING	AFTER		
1	DAMAGE, PILFERAGE, LOSS	C		C		
2	LEAKS, GENERAL	C		C		
3	FUEL, OIL, WATER	V		S		
4	ENGINE WARMUP	C				
5	INSTRUMENTS	C	C			
6	SAFETY DEVICES	C				
7	TOOLS AND EQUIPMENT	C				
8	PUBLICATIONS	V				
9	CLUTCH	V	C			
10	STEERING	C	C			
11	ENGINE OPERATION		C			
12	UNUSUAL NOISES	C	C			
13	LIGHTS AND REFLECTORS	C				
14	AIR TANKS	S		S		
15	DRIVE BELTS	C		C		
16	BATTERY ELEC. LEVEL	C		S		
17	ANTIFREEZE TEST TO ____ ° F	V				
18	SERVICE BRAKES	V	C			
19	TRANSMISSION	C	C			
20	AIR FILTER	V		S		
21	FUEL FILTERS	S		S		
22	TIRES/TRACK	C		C		
23						
24						
25						

NOTES:

1. Add other coverages and procedures designated by the appropriate technical manual.
2. 8 and 10 hour scheduled PM's are considered as daily PM services.
3. If repairs are required, notify the equipment chief.

REMARKS



NOTE:
OPERATOR WILL TREAT AND CONDUCT THE 8 OR 10 HOUR PMCS, RECOMMENDED BY THE MANUFACTURE IN THE TM, AS DAILY PMCS.

OPERATOR ENTERS THE FOLLOWING

DATE 12 Jun 00		EQUIPMENT HSMMC 25 TON				USMC OR SERIAL NO. 557785		ORGANIZATION MWSS-172, MWSG-17, 1ST MAW			
OPERATIONAL			TIME		HOURS OR MILES		REPORT TO <i>(Location)</i>		RELEASED BY <i>(Signature - Time)</i>		
	1ST OPERATOR OF-346		IN	1400	STOP	130	LOCATION OF WHERE THE OPERATOR IS TO REPORT TO.		Operator obtains Signature from the Job supervisor		
	DISPATCHER'S SIGNATURE MUST BE AUTH.		OUT	0700	START	125					
			TOTAL	7	TOTAL	5					
	2ND OPERATOR		IN		STOP						
	DISPATCHER'S SIGNATURE		OUT		START						
			TOTAL		TOTAL						
	WORK PERFORMED		1ST OPERATOR SIGN BEFORE RETURNING TO THE DISPATCHER								
		2ND OPERATOR									

SERVICE	FUELS		LUBES			OIL CHANGE		LUBRICATION		PM SERVICE		
	DIESEL (GAL)	GAS (GAL)	OE (QTS)	GO (QTS)	GREASE (LBS)	HOUR/MILE DUE	HOUR/MILE COMPLETED	HOUR/MILE DUE	HOUR/MILE COMPLETED	TYPE PM DUE	HOUR/MILE DUE	HOUR/MILE COMPLETED
	10		1	1	.25	500	250	500	250	500	500	250

ENTER ANY AMPLIFYING COMMENTS FOR CM THAT REQUIRES 2ND EOM OR HIGHER									1ST OPERATOR'S SIGNATURE VERIFIES PMCS WAS COMPL.		
									2ND OPERATOR'S SIGNATURE		
									EQUIPMENT FOREMAN'S SIGNATURE OIC, CHIEF, FOREMAN		

ENGINEER EQUIPMENT OPERATIONAL RECORD

(11245) NAVMC 10523 (REV. 8-86) PREVIOUS EDITIONS MAY BE USED.
SN: 0000-00-005-6304 U/I: PG

IN THE **"OPERATIONS BEFORE"**
 THE OPERATORS INITIALS,
 VERIFYING IT HAS BEEN COMPL.
 ENTER THE LEDGEND OF MARKINGS
 AND APPROPRIATE TM BEFORE
 LEAVING THE MOTOR POOL.

THE LEDGEND OF
 MARKINGS
 AND IN THE **"OPERATIONS
 DURING"**THE OPERATORS
 INITIALS, VERIFYING IT HAS
 BEEN COMPL. PER
 APPROPRIATE TM DURING
 EQUIPMENT OPERATIONS
 IN THE **"OPERATIONS AFTER"**
 THE OPERATORS INITIALS,
 VERIFYING IT HAS BEEN COMPL.
 ENTER THE LEDGEND OF MARKINGS
 AND APPROPRIATE TM PRIOR TO
 RETURNING 10523 TO THE
 DISPATCHER.

DAILY "A" PM SERVICE

Legend for marking

Adjust S — Service X — Adjustment/Repair Required
 Check V — Verify O — Defect Corrected
 Lubricate / — Not applicable

COVERAGE	OPERATION			8 HOUR	10 HOUR	
	BEFORE	DURING	AFTER			
DAMAGE, PILFERAGE, LOSS	C		C			
LEAKS, GENERAL	C		C			
FUEL, OIL, WATER	V		S			
ENGINE WARMUP	C					
INSTRUMENTS	C	C				
SAFETY DEVICES	C					
TOOLS AND EQUIPMENT	C					
PUBLICATIONS	V					
CLUTCH	V	C				
STEERING	C	C				
ENGINE OPERATION		C				
UNUSUAL NOISES	C	C				
LIGHTS AND REFLECTORS	C					
AIR TANKS	S		S			
DRIVE BELTS	C		C			
BATTERY ELEC. LEVEL	C		S			
ANTIFREEZE TEST TO _____ ° F	V					
SERVICE BRAKES	V	C				
TRANSMISSION	C	C				
AIR FILTER	V		S			
FUEL FILTERS	S		S			
TIRES/TRACK	C		C			

NOTES:
 Add other coverages and procedures designated by the appropriate technical manual.
 8 and 10 hour scheduled PM's are considered as daily PM services.
 If repairs are required, notify the equipment chief.

REMARKS

ENTER ANY AMPLIFYING
 COMMENTS FOR
 CM THAT REQUIRES 2ND EOM OR
 HIGHER



DISPOSITION



➤ DISPOSITION.

- ✓ Retain for a minimum of 30 days.**
- ✓ If equipment was involved in a accident and an investigation is being conducted, retain till no longer required or equipment is disposed of or repaired.**



NAVMC

10523

QUESTIONS



QUESTIONS TO YOU!!!



Q. What does the signature in the “Work Performed” block, signify?

A. Verifies that the work is completed.



QUESTIONS TO YOU!



Q. Who can sign the “Released By” block when the operator cannot obtain the signature from the jobsite supervisor?

A. The equipment officer, chief, or foreman can sign.



RECORDS AND FORMS

LOAD TEST EQUIPMENT DAILY CHECKLIST

**FOUND IN TM 4700-15/1H, PG. 2-24-1,
AND
MCO P11262.2A, PG. 4-8, TABLE 4-1**



LOAD TEST EQUIPMENT DAILY CHECKLIST



- **PURPOSE.** to provide a record of the results of the load test equipment daily inspection.
- ✓ **Produced locally. For example, copy from the TM-4700-15/1H or MCO P11262.2A.**



LOAD TEST EQUIPMENT DAILY CHECKLIST



- **RESPONSIBILITIES.** Operators will perform the Load Test Equipment Daily Checklist on all load lifting equipment.



PREPARATION

LOAD TEST EQUIPMENT DAILY CHECKLIST					
Section 1 General Information					
USMC SERIAL NUMBER	TYPE/CAP	UNIT			
557785	HSMMC 25 TON	MWSS 172 HE OPS			
Section 2 Inspection					
S = SATISFACTORY		NA = NOT APPLICABLE		U = UNSATISFACTORY	
*Safety Guards & Plates		Housekeeping		Gauges	
Carrier Frame/ Rotate Hoses		Engine/Compressor		Warning/Indicator Lights	
General Hardware		Leaks: Fuel/Oil/Water		Control/Brakes	
*Wire Rope		Lubrication		Visibility	
*Reeving		Battery		Load Rating Chart	
*Block		Lights		Safety Devices	
*Hook		Glass		Emergency Stops	
*Sheaves		Clutch/Brake Lining		List/Trim Indicators	
*Boom/Jib		Electric Motors		Boom Angle/Radius Indicator	
*Gantry/Pendant/Boom Stops		Warning Tags			
Walks/Ladders/Handrails		Fire Extinguisher(S)			
Winsocks/Chocks/Stops					
Tires/Wheel/Tracks					
Leaks; Fuel/Oil/Water					
Radius Indicator					
*Outrigger/Locking Device					
Section 3 Special Instructions					
Operator will immediately suspend all equipment operations and notify the supervisor, when observing any unsatisfactory condition of any item indicated with an asterisk (*) listed in the Inspection section.					
Section 4 Remarks					
OPERATOR ENTERS AMPLIFYING COMMENTS ON ALL ITEMS MARKED UNSATISFACTORY.					
Section 5 Signature					
Operator's SIGNATURE			Date 21 JUN 00		



INSTRUCTIONS



FILING AND DISPOSITION



➤ **Filing and disposition instructions.**

- ✓ **Operator returns to supervisor upon completion of commitment.**
- ✓ **Supervisor will review, and take corrective action.**
 - **If corrective action is required. Equip. will be transferred to the maintenance section. After action has been transferred to ERO/SRO/WON, it will be retained with the trip ticket and disposed of when the trip ticket is destroyed.**



FILING AND DISPOSITION Cont.



- **If no corrective action is required, it will be retained with the trip ticket and disposed of when the trip ticket is destroyed.**



QUESTIONS



QUESTIONS TO YOU!!!



Q. What is the purpose of the Load Test Equipment Daily Checklist?

A. To provide a record of the result of the load test equipment daily inspection.



QUESTIONS TO YOU!!!



Q. Can the Load Test Equipment Daily Checklist be destroyed once all corrective action is transferred to the ERO?

A. No!



SF-91 MOTOR

VEHICLE ACCIDENT

REPORT
FOUND IN THE TM 4700-15/H,
PG. 2-17-1 PARA. 2.17



PURPOSE



- **Is to provide a detailed report of any accident involving a motor vehicle.**



RESPONSIBILITIES



- **Operator of any vehicle involved, is responsible for submitting this report.**
 - ✓ **Second party can initiate for the operator using any witnesses.**
 - ✓ **Operator's supervisor(OIC) fills out their portion.**
 - ✓ **Investigating Officer will complete the accident investigator portions per the Manual of Judge Advocate General.**



SF-91



- **Preparation Instructions.** All entries are self-explanatory.
 - ✓ **Submit to the Equip. Officer for review and appropriate action.**
- **Filing.** Carry a blank SF 91 with each vehicle.
- **Disposition.** Retain the SF 91 with the accident investigation per the JAG Manual.

**MOTOR VEHICLE
ACCIDENT REPORT**Please read the
Privacy Act State-
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME (Last, first, middle)			2. DRIVER'S LICENSE NO./STATE/LIMITATIONS			3. DATE OF ACCIDENT		
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS						4b. WORK TELEPHONE NUMBER ()		
5. TAG OR IDENTIFICATION NUMBER		6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE		9. MODEL		10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE								

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)

12. DRIVER'S NAME (Last, first, middle)			13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS				
14a. DRIVER'S WORK ADDRESS			14b. WORK TELEPHONE NUMBER ()				
15a. DRIVER'S HOME ADDRESS			15b. HOME TELEPHONE NUMBER ()				
16. DESCRIBE VEHICLE DAMAGE			17. ESTIMATED REPAIR COST \$				
18. YEAR OF VEHICLE		19. MAKE OF VEHICLE		20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS			22b. POLICY NUMBER				
			22c. TELEPHONE NUMBER ()				
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED			24a. OWNER'S NAME(S) (Last, first, middle)			24b. TELEPHONE NUMBER ()	
25. OWNER'S ADDRESS(ES)							

SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)

26. NAME (Last, first, middle)			27. SEX		28. DATE OF BIRTH				
29. ADDRESS									
A	30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN			31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)		32. LOCATION IN VEHICLE		33. FIRST AID GIVEN BY	
	34. TRANSPORTED BY			35. TRANSPORTED TO					
	36. NAME (Last, first, middle)			37. SEX		38. DATE OF BIRTH			
39. ADDRESS									
B	40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN			41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)		42. LOCATION IN VEHICLE		43. FIRST AID GIVEN BY	
	44. TRANSPORTED BY			45. TRANSPORTED TO					
	46. Pedes- trian			a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) FROM TO			
c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)									

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

47. DATE OF ACCIDENT

48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).

49. TIME OF ACCIDENT

AM
PM

50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.

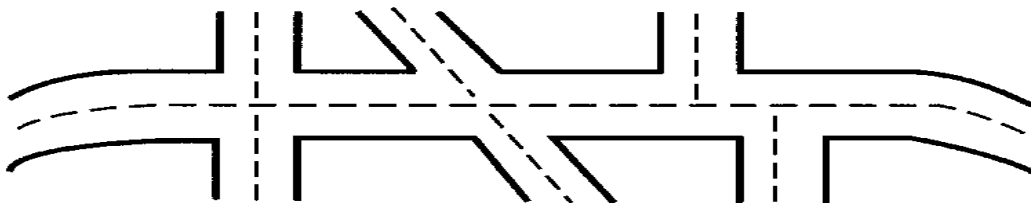
Example: → 1 ← 2 ←

b. Use solid line to show path before accident and broken line after the accident

c. Show pedestrian by → ○

d. Show railroad by + + + + +

e. Place arrow in this circle to indicate NORTH



51. POINT OF IMPACT (Check one for each vehicle)

FED 2 AREA

a. FRONT

b. R. FRONT

c. L. FRONT

d. REAR

e. R. REAR

f. L. REAR

g. R. SIDE

h. L. SIDE

52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).

SF-91 PAGE 2

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

A	53. NAME (Last, first, middle)	54. WORK TELEPHONE NUMBER ()	55. HOME TELEPHONE NUMBER ()
	56. BUSINESS ADDRESS	57. HOME ADDRESS	
B	58. NAME (Last, first, middle)	59. WORK TELEPHONE NUMBER ()	60. HOME TELEPHONE NUMBER ()
	61. BUSINESS ADDRESS	62. HOME ADDRESS	

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ()	63c. HOME TELEPHONE NUMBER ()
63d. BUSINESS ADDRESS	63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ()	64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$

SECTION VII - POLICE INFORMATION

68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ()
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SF-91 PAGE 3

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER

71b. DRIVER'S SIGNATURE AND DATE

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN

73. DESTINATION

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN

DATE

TIME (Circle one)

a.m.
p.m.76. ACCIDENT
OCCURRED

DATE

TIME (Circle one)

a.m.
p.m.

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

☐ ORALLY ☐ IN WRITING (Explain)

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

☐ NO ☐ YES (Explain)

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

☐ YES ☐ NO (Explain)

80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.

☐ NO ☐ YES (Explain)81. COMPLETED BY
DRIVER'S
SUPERVISOR

a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY

☐ YES
☐ NO

b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR

82b. SUPERVISOR'S SIGNATURE AND DATE

82c. TELEPHONE NUMBER

()

SECTION XI - ACCIDENT INVESTIGATION DATA83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. ☐ YES ☐ NO (If "Yes", explain below.)**84. PERSONS INTERVIEWED****NAME****DATE****NAME****DATE**

a.

c.

b.

d.

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

SF-91 PAGE 4**SECTION XII - ATTACHMENTS**

LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER
()**88. ACCIDENT REVIEWING OFFICIAL**

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER
()



SF-94



STATEMENT OF WITNESS

**FOUND IN TM 4700-15/1H,
PG. 2-17-1
PARA. 2.17.1**

STATEMENT OF WITNESS <i>(Attach additional sheets if necessary)</i>	1. DID YOU SEE THE ACCIDENT?	2. WHEN DID THE ACCIDENT HAPPEN?		FORM APPROVED O.M.B. NUMBER 3090-0118
		a. TIME <i>a.m. p.m.</i>	b. DATE	
3. WHERE DID THE ACCIDENT HAPPEN? <i>(Give street location and city)</i>				
4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED				
<div style="border: 2px solid blue; padding: 10px; display: inline-block;">SF-94 PAGE 1</div>				
5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?				
6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?				
7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY				
8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY				9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF:
				a. GOVERNMENT VEHICLE <i>Miles per Hr.</i>
				b. OTHER VEHICLE <i>Miles per hr.</i>
10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT <i>(If known)</i>				
a. NAMES		b. ADDRESSES <i>(Include ZIP Code)</i>		
WITNESS COM- PLETING THIS FORM	11. HOME ADDRESS <i>(Include ZIP Code)</i>	12. WITNESS <i>(Print Name)</i>	a. HOME TELEPHONE NO.	
		<i>Sign here</i> ▶	b. TODAY'S DATE	
	13. BUSINESS ADDRESS <i>(Include ZIP Code)</i>	TELEPHONE NO.		
14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:				
<div><div><p>1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow <i>(Example: → 1 ← 2 ←)</i></p><p>2. Use solid line to show path before accident Broken line after accident</p></div><div><p>3. Show pedestrian by → ○</p><p>4. Show railroad by ++++++</p><p>5. Give names or numbers of streets or highways</p><p>6. Indicate north by arrow in this circle ○</p></div></div>				

SF-94 PAGE 2



SF-94



- **Purpose.** To provide a detailed statement from an accident witness per section V of the SF 91.
- **Responsibilities.** Individual that is responsible for completing the SF 91 will request that witnesses complete the SF 94.
 - ✓ **Not mandatory for the public.**
 - ✓ **Mandatory for the military and federal**



SF-94



- **Preparation Instructions.** All entries are self-explanatory.
- **Filing.** Retain two SF 94's in each vehicle.
- **Disposition.** Retain with completed SF 91.



QUESTIONS!!!!





QUESTIONS TO YOU!!!



Q. What is the purpose of the SF-91?

A. To provide a detailed report of accident involving a motor vehicle.



QUESTIONS TO YOU!!!



Q. What is the purpose of the SF-94?

A. To provide a detailed statement from an accident witness per section V of the SF-91.



RECORDS AND



**FORMS
BREAK
10 MIN!**



NAVMC 10561



PREVENTIVE MAINTENANCE CHECKS AND SERVICES ROSTER



PURPOSE



- **To systematically schedule and record 2nd echelon and higher PMCS.**
 - ✓ **On Marine Corps ground equipment.**
- **Units are authorized to use automated programs only when:**
 - ✓ **Information duplicates the NAVMC 10561.**



RESPONSIBILITIES



- **Scheduling of PMCS rest on the equipment office/chief or appointed individual.**
 - ✓ **Commanders will establish an interval of no less than annually when no interval is listed in the equipment's technical publications.**
 - ✓ **First echelon. need not be accomplished or scheduled if no requirement for 2nd Echelon. or higher is listed in appropriate TM or**



RESPONSIBILITIES CONT.



- ✓ **Scheduling of 2nd echelon or higher PMCS does not relieve the unit of its responsibilities to perform 1st echelon PMCS.**
- ✓ **Care must be taken to ensure workload is staggered.**
- ✓ **No more frequently than monthly**



RESPONSIBILITIES CONT.



- ✓ **Multiple commodity equipment is considered as an individual item when scheduling and performing.**
 - **Responsible Officer will coordinate PMCS between various maintenance activities to allow for operational availability for unit commander.**



RESPONSIBILITIES CONT.



- ✓ **Maintain at least one active schedule.**
- ✓ **One interval under preparation.**
 - **Used to schedule the next PMCS.**
 - **Completed PMCS, schedule one year out for next PMCS.**
- ✓ **Additional years can be maintained.**

NAVMC 10561(REV. 4-95) (EF) SN: 0000-00-006-0205 U/I: PD OF 100 (Previous editions may be used until stock is exhausted)

REMARKS:

FOUND IN TM 4700-15/1H, PG. 2-4-1

NAVMC 10561 (REV. 4-95) (EF) SN: 0000-00-006-0205 U/I: PD OF 100 (Previous editions may be used until stock is exhausted)

REMARKS:
(4) ANNUAL PM PULLED LATE DUE TO OPERATIONAL COMMITMENT.



PREPARATION INSTRUCTIONS



- **MODEL/USMC NO.** Enter Model and Serial Number of equipment.
- ✓ Schedule and perform equipment with more than one TAMCN concurrently.
- I.E. End Item (D7G) & Attachment (Model 57 Winch) to maintain a matched schedule the end item may have the attachment listed on the following line.
- Skip a line between types of equipment.



PREPARATION INSTRUCTIONS



- **YEAR.** Enter the calendar year.
- **MONTH.** Enter appropriate symbol.
 - ✓ Use ink for completed entries.
 - ✓ Use pencil for scheduled PMCS.
 - ✓ Do not erase penciled entries made prior to completion of PMCS.



PREPARATION INSTRUCTIONS



- ✓ **Completed during scheduled month trace over with ink.**
- ✓ **PMCS completed other than originally scheduled, enter symbol in ink.**



NAVMC 10561 ADDITIONAL INSTRUCTIONS



- **TM 4700-15/1_Chapter 3, Pg. 3-1-3 contains more information concerning the 10561.**
 - ✓ **Para. (23)(c)2b states, a completed Hourly PMCS's will be entered by using an inked "H"**
 - ✓ **Para. (23)(c)2c states, equipment that fails to receive a 2nd EOM or higher Hourly PMCS within one year will receive an Annual Safety/Condition Check (ASCC).**



NAVMC 10561 ADDITIONAL INSTRUCTIONS



- ✓ **Para. (23)(c)d states, perform an ASCC at least once a year, NAVMC 10560 will be used as a guide.**
- ✓ **Para. (23)(c)d(1) states, a completed 2nd EOM or higher hourly PMCS fulfills the ASCC requirement.**
- ✓ **Para. (23)(c)d(2) states, upon completion of an Hourly PMCS, reschedule the ASCC 1 year from the completed Hourly PMCS.**



NAVMC 10561 ADDITIONAL INSTRUCTIONS



- ✓ **Para. (23)(c)d(3) states, completion of the ASCC, using an inked "A", schedule the next ASCC in a penciled "A".**
- ✓ **Para. (23)(c)d(4) states, when the ASCC is required within 50 hours of the next scheduled 2nd EOM or higher Hourly PMCS, every effort will be made to conduct both requirements during the ASCC.**



PREPARATION INSTRUCTIONS



➤ Remarks:

- Enter a justification for any PMCS that was not completed as originally scheduled.

➤ Automated Forms:

- Upper case characters will represent inked entries.
- Lower case characters will represent penciled entries.



NAVMC 10561



- **FILING:** Maintain current (active) 10561 with the equipment custodian or as directed by the commanding officer.



NAVMC 10561



➤ DISPOSITION:

- ✓ **Retain 10561 that has all required PMCS completed for a minimum of one year.**
- ✓ **2 years for biennial PMCS (Motor Transport)**
- ✓ **Units that have limited qty. may list items for subsequent years.**
- ✓ **Units using automated systems may retain printouts.**



QUESTIONS



QUESTIONS TO YOU!



Q. What is the purpose of the NAVMC 10561?

A. To systematically schedule and record 2nd EOM and higher PMCS's on Marine Corps Ground Equipment.



QUESTIONS TO YOU!



Q. Does 1st EOM need to be recorded on the NAVMC 10561?

A. No.



RECORDS AND FORMS



NAVMC 10031

DAILY DISPATCHING
RECORD OF VEHICLES



PURPOSE



To consolidate a daily record of all vehicles dispatched on a daily basis.



GENERAL INFO.



- **Equipment Officer will be used to describe the billets of MTO, Engr. Officer, and GME Fleet Manager.**
- **The term Trip Ticket will be used describe the form that provides the authority to operate the equipment.**



RESPONSIBILITIES



- **Initiated and maintained by the dispatcher.**
 - ✓ **Must be assigned in writing by the Equipment Officer.**
- **Lists in daily chronological order, all equipment released from the equipment pool.**



RESPONSIBILITIES CONT.



- **Equipment Officer or designee will inspect at the conclusion of each day.**
- ✓ **This is to verify the correct preparation, and to review the utilization of equipment dispatched.**



**GET YOUR 10031
OUT AND GET
PREPARED TO BE
INSTRUCTED ON
PROPER
PREPARATION
OF THIS FORM**

FOUND IN THE TM 4700-15/1H PG. 2-15-1

Before dispatching the dispatcher will enter the following prior to issuing the trip ticket:

1. DATE Enter the calendar date.

May be used for consecutive days, in this case the date is centered on the next blank space after the "REMARKS" block where the Equip. Officer or designee signs.

2. PAGE NO. Enter the page number. This field is optional.

DATE 13 JULY 2001		PAGE NO. 1			
TIME OUT	TIME IN	MILES TRAVELED	DISPATCHER'S INITIALS		REMARKS
			OUT	IN	

3. TRIP NO. Enter the trip number in chronological order.

4. USMC NUMBER Enter the equipments serial number.

5. DRIVER (Name and Grade) Enter the operator's name as listed on the OF-346. Grade is optional.

NAVJAG 10031 (REV. 3-74) (Previous edition will be used.) SN: 0000-00-

TRIP NO.	USMC NUMBER	DRIVER (Name and Grade)
1	557600	BUTLER, SMEDLEY D.
2	557616	SMITH, TEDD P.

6. TYPE VEHICLES Enter the equipment's model number.

7. PURPOSE Enter the purpose the equipment was dispatched.

8. REQUESTED BY Enter the name of the individual that requested the equipment.

DAILY DISPATCHING

001-6104 U/I: PG OF 100

TYPE VEHICLES	PURPOSE	REQUESTED BY
644ER	Load trucks	Capt. Dumdum
644ER	Load trucks	SSgt Shy

9. REPORT TO Enter the name of the individual the operator is to report to.

10. DESTINATION Enter the location the operator is to report.

11. TIME TO REPORT Enter the time the operator is to report.

LOG RECORD OF VEHICLES (11240)

REPORT TO	DESTINATION	TIME TO REPORT
GySgt Smarty	Bldg. 1134	0700
Cpl Gertz	Bldg. 5046	0730

12. EXPECTED RETURN TIME Enter the expected time the equipment is to return.

13. TIME OUT Enter the time the operator was logged out.

14. DISPATCHER'S INITIALS OUT Indicates that the equipment has been dispatched.

EXPECTED RETURN TIME	TIME OUT	TIME IN	MILES TRAVELED	DISPATCHER'S INITIALS	
				OUT	IN
1530	0630			PRH	
1600	0700			PRH	

15. REMARKS Signed by the dispatcher for the first item of equipment of the day.

NOTE Dispatcher must be assigned in writing by the Equipment Officer.

DATE 13 JULY 2001		PAGE NO. 1	
MILES TRAVELED	DISPATCHER'S INITIALS		REMARKS
	OUT	IN	
	PRH		Paul R. Hunt
	PRH		

Upon return the dispatcher will enter the

- 1. TIME IN** Enter the time the equipment returned updated from the trip ticket.
- 2. MILES TRAVELED** Enter the total miles/hours the equipment was operated as indicated on the trip ticket.
- 3. DISPATCHER'S INITIALS IN** Indicates that the equipment has returned.

				DATE 13 JULY 2001		PAGE NO. 1	
TIME TO REPORT	EXPECTED RETURN TIME	TIME OUT	TIME IN	MILES TRAVELED	DISPATCHER'S INITIALS		REMARKS
					OUT	IN	
0700	1530	0630	1500	5	PRH	PRH	P. R. HUNT
0730	1600	0700	1630	6	PRH	PRH	



ADDITIONAL NOTES



- **TM 4700-15/1H, Para. E. pg. 2-15-4, applies to Motor Transport, for field exercises or deployments.**
- **Does not pertain to Engineer Equipment.**



DISPOSITION



- **Dispatcher will dispatch the same as previously mentioned with a few exceptions.**
- **Following procedures will be used when making related entries on the 10031 from the 10524.**



DISPOSITION CONT.



➤ All blocks from **“TRIP NO”** to **“TIME TO REPORT”** is filled out the same as previously mentioned.

On the 10031 enter the Estimated date of return in the “**Expected Time of Return**” column. Leave the “**Time In**” and “**Hours Operated**”, blank. Enter “**Remain on Job Site**” in the “**Remarks**” column.

					DATE 8 JAN 2001		PAGE NO. 3
TIME TO REPORT	EXPECTED RETURN TIME	TIME OUT	TIME IN	MILES TRAVELED	DISPATCHER'S INITIALS		REMARKS
					OUT	IN	
0800	15 Jan 01	0730			PRH		Paul R. Hunt REMAIN ON JOBSITE
				0			James Cobb

Upon return enter:

Entry will be made on that days 10031.

Blocks from **"ITEM NO"** to **"DESTINATION"** are filled out the same as the day of dispatch.

Following will be left blank, **"TIME TO REPORT"**, **"EXPECTED RETURN TIME"**, **"TIME OUT"**, **"DISPATCHER'S INITIALS OUT"**.

15 Jan 2001

4

TIME TO REPORT	EXPECTED RETURN TIME	TIME OUT	TIME IN	MILES TRAVELED	DISPATCHER'S INITIALS		REMARKS
					OUT	IN	
			0700	32		PRH	Dispatched On 8 Jan 01 Paul R. Hunt



SUPPLY & MAINT. CLARIFICATION



➤ **Encl. (3) pg. 18, Para. (m) reads as follows:**

- ✓ **Line-outs on dispatch records are authorized and should be made in black ink unless directives specifically call for temporary entries which would be completed in pencil. Black ink can be a felt tip marker provided it does not bleed through the form or make other entries illegible.**



FILING & DISPOSITION



- **Will be filed in the dispatchers office.**
- **Will be retained for one year.**
- **If a vehicle was involved in an accident the 10031 will be retained until investigation, when required, is complete and is repaired or disposed of.**



QUESTIONS



PRACTICAL APPLICATION



QUESTIONS TO YOU!!!



Q. What is the purpose of the NAVMC 10031?

A. To provide a consolidated daily record of all items of equipment that are required to be dispatched on a daily basis.



QUESTIONS TO YOU!!!

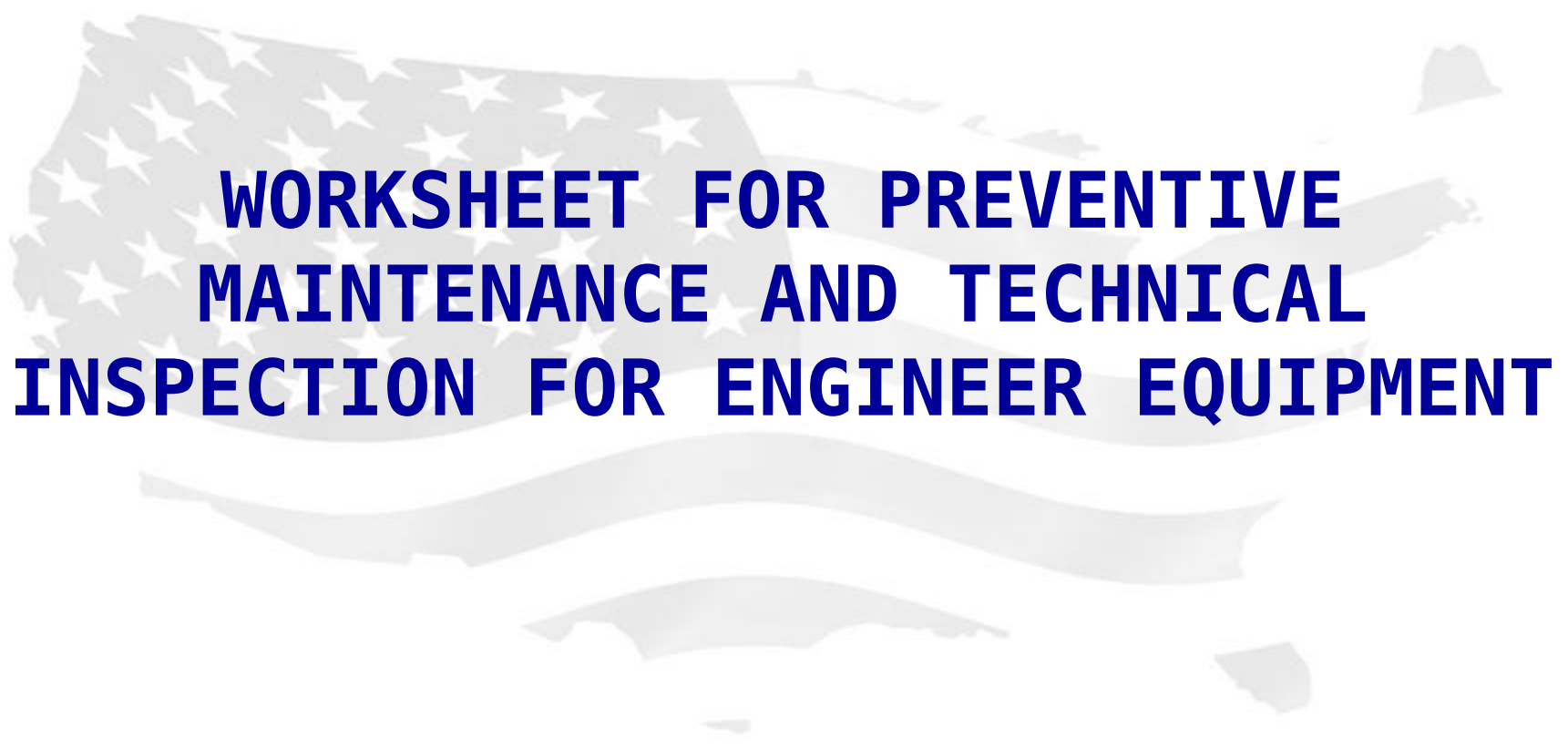


Q. What is required at the end of each day on the NAVMC 10031.

A. The Equipment Officer or designee will sign in the remarks block after the last entry and record the total hours/miles for that day.



NAVMC 10560



WORKSHEET FOR PREVENTIVE MAINTENANCE AND TECHNICAL INSPECTION FOR ENGINEER EQUIPMENT



PURPOSE



- **To provide a check list for performing and recording:**
 - ✓ **PMCS.**
 - ✓ **LTI's**
 - **Including acceptance, prior to major repair, and at the discretion of the Engr. Equip. Officer/Chief.**
 - ✓ **Also used as a guide when performing an annual/safety condition check.**
 - ✓ **Perform an LTI prior to equipment being placed in service. (Acceptance LTI)**



EQUIP. FORMS & RECORDS ON TEMPORARY LOAN



(TM 4700-15/1H, Ch. 1, pg. 1-5, Para. 1-9)

- **Owning unit will provide a skeleton record.**
 - ✓ **Any short term transfer that does not involve formal transfer of custody, (Command Adjustment of Allowances).**
 - ✓ **Tag each record w/ the type and due date of the next Scheduled PMCS.**
 - ✓ **Borrowing unit will maintain records/skeleton records up-to-date of all entries and maintenance actions performed.**



EQUIP. FORMS & RECORDS ON TEMPORARY LOAN CONT.



- ✓ **Borrowing unit will update the FMSS when loaded, or provide info necessary for owning unit to update FMSS.**
- ✓ **Borrowing unit will return all forms & records containing maintenance actions performed.**
- ✓ **Lender will update original records & file the copies per the TM 4700.**
- ✓ **At a minimum, skeleton records will consist of the joint LTI performed at the time of issue to the borrower.**



EQUIP. FORMS & RECORDS ON TEMPORARY LOAN CONT.



- ✓ **White copy of all ERO's for maintenance actions performed while on temp. loan.**
- ✓ **SL-3 Extract for all SL-3 components that were temp. loaned with equipment.**



RESPONSIBILITIES



- **Equipment Chief is responsible for preparing this worksheet on PMCS.**
 - **Prepare a template, refer to the appropriate TM's, Technical Bulletins, etc.**
- **Non-applicable portions may be blanked out.**
- **Maintenance, with assistance from the operator will perform the required services & signs the document.**
- **Equipment Chief will ensure required repairs are inspected and recorded before equipment is repaired.**



QUESTIONS ?

BREAK



PREPARATION INSTRUCTIONS



- **Preparing activity may be the owner or user if equip is...**
 - ✓ **Temp loaned.**
 - ✓ **Maintenance section if evacuating to higher echelon.**
- **Items marked with a pound sign (#) are completed by the preparing activity.**
- **There is fifteen sections to this NAVMC.**



PREPARATION INSTRUCTIONS



- Use the “Servicing Symbols” to list requirements for PMCS noted in the “SS” column of sections “D” through “M”.
- Use the “Legend For Markings” to list requirements for CM noted in the “SS” column of sections “D” through “M”.

D	S	ENGINE AND POWER UNIT	D	S	ENGINE AND POWER UNIT (ELECTRICAL SYSTEM)																
1		CYLINDER HEAD (GASKET, LEAKS, CRACKS)	26		EMERGENCY SHUTDOWN DEVICES (CONNECTIONS, LINKAGE)																
2		EXHAUST SYS. (MANIFOLD, MUFFL., CONNECTIONS, PIPE) EXHAUST BACK PRESSURE_PSI (Hg). SMOKE ANALYSIS. (BLACK, BLUE, WHITE)	27		SPARK PLUGS (CRACKS, DISCOLORATION, FOULING)																
3		VALVE MECHANISM (COVERS, SPRINGS, ROCKER ARMS, PUSH RODS) CLEARANCE	28		BATTERY (CASE, TERMINALS) SPECIFIC GRAVITY																
4		COMPRESSION TEST (TI OR MALFUNCTION ONLY) <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	29		BATTERY (BOX, HOLD DOWNS, CABLES, CONNECTIONS)
30		BATTERY SLAVE RECEPTACLE																			
5		CRANKCASE (LEAKS, OIL LEVEL) BREATHER (CLEAN)	31		BATTERY CHARGING GENERATOR / ALTERNATOR (MOUNTING, CONNECTION, BRUSHES, COMMUTATOR) OUTPUT ____ AMP @ ____ RPM																
6		OIL FILTER / COOLERS (LEAKS, CLEAN)	32		VOLTAGE REGULATOR (SEAL, CONNECTIONS, GROUND)																
7		OIL PUMP PRESSURE/TEMPERATURE ____ PSI, ____ F.	33		DISTRIBUTOR / MAGNETO (CAP, ROTOR, POINTS, MOUNTING, CONNECTIONS)																
8		ANTI FREEZE (SPECIFIC GRAVITY) PROTECTED TO ____ F.	34		IGNITION COIL (MOUNTING, CABLE)																
9		WATER PUMP, FAN, SHROUD, (LEAKS, ALIGNMENT, MOUNTING)	35		STARTER (MOUNTING, CONNECTIONS, BRUSHES, COMMUTATOR)																
10		RADIATOR (CORE, SHUTTERS, HOSES, CAP) (LEAK, RESTRICTION, DAMAGE)	36		LIGHTS (CONNECTIONS, MOUNTING) DASH, BLACKOUT, HEAD, TAIL, CLEARANCE, WORKING																
11		ACCESSORY DRIVE BELTS AND PULLEYS (CRACKS, ROT, ALIGNMENT)	37		WIRING HARNESS (CONNECTION, INSULATION)																
12		GOVERNOR AND LINKAGE (LINKS, ALIGNMENT, OPERATION)	38		SWITCHES (MOUNTING, CONNECTIONS)																
13		OVERSPEED GOVERNOR (CONNECTIONS, OPERATION)	39		METERS (VOLT, AMP, HOUR, ODOMETER, TACHOMETER, SPEEDOMETER) (MOUNTING, CONNECTIONS)																
14		AIR BOX (DRAINS, RESTRICTIONS, GASKETS) AIR BOX PRESSURE ____ PSI (Hg)	40																		
15		AIRCLEANER / PRECLEANERS (LEAKS, CONNECTIONS, MOUNTING, RESTRICTIONS)	41																		
16		CARBURETOR / LINKAGE (LEAKS, ALIGNMENT)	42																		
17		BLOWER / TURBOCHARGER (LEAKS, SEALS, MOUNTING, SCREEN)	43																		
18		INJECTORS, INJECTOR PUMPS (LEAKS, FILTERS, RESTRICTIONS)	E	S	POWER TRAINS																
19		FUEL TANK, CAP, MOUNTING (VALVES, LINES, TRAPS, SCREEN)																			
20		FUEL FILTER (LEAKS, RESTRICTION, DRAIN)																			
21		FUEL PUMPS (HOUSING, LINES, CONNECTIONS, SEDIMENT BOWL)	1		UNIVERSAL JOINTS, DRIVE SHAFTS																
22		FUELS LINES / CONNECTIONS (CRACKS, LEAKS)	2		GEAR HOUSINGS (CASES, GASKETS, SEALS, LEAKS, OIL LEVEL)																
23		GAUGES (FUEL, OIL TEMP, PRESSURE) OPERATION	3		GEARS AND PINIONS																
24		STARTING AID (CONNECTIONS, LINES)	4		BEARINGS, SHAFTS AND DRUMS																
25		ENGINE AIR COMPRESSOR (GASKETS, SEALS, BREATHERS)	5		TRANSMISSION, TRANSFER CASES (GASKETS, SEALS, LEAKS, OIL LEVEL) HARD TO SHIFT, NOISE																
			6		DRIVE SPROCKETS (CHAINS, BELTS, PULLES)																

E	S S	POWER TRAINS (CONTINUED)	F	S S	FRAME AND SUSPENSION (CONTINUED)
7		STEERING AND TRAVEL CLUTCHES	8		BUCKET / BLADE LIFT ARMS
8		FINAL DRIVE DIFFERENTIAL (HOUSING, GASKETS, SEALS, OIL LEVEL)	9		BUCKET / BLADE SIDE ARMS
9		POWER TAKE OFF UNIT	10		TIE RODS, LINKAGE, BOOTS AND SEALS
10		JAW OR PIN CLUTCH	11		FULCRUM ARMS, REACH ARMS, LINKAGE
11		OPERATING CLUTCHES AND BRAKES	12		CAB HOUSING (PANELS, DOORS, BRACKET, HINGES, FASTENERS)
12		TRAVEL AND SWING LOCK	13		BASE SKIDS (BENTMEMBERS, WELDS, LIFTING DEVICES)
13		SERVICE BRAKES	14		LEVELS, PEDALS, LINKAGE, CABLES, CONTROLS
14		PARKING / EMERGENCY BRAKES	15		STEERING OR LEANING WHEEL
15		SHOES, PISTONS, BANDS	16		STEERING GEAR ASSEMBLY
16		DRUMS, DISCS	17		BOOSTER STEERING ASSEMBLY
17		PEDALS, LINKAGE, CABLE, LINES AND FITTINGS	18		SWING LOCK
18		MASTER CYLINDER (POWER PACK) (SLAVE CYLINDER)	19		HYDRAULIC CYLINDERS (LEAKS, SEALS, DAMAGED)
19		AIR TANK	20		HYDRAULIC LINES AND CONNECTIONS (LEAKS, DAMAGE)
20		AIR VALVES, LINES, FITTINGS	21		MAST ASSEMBLY BOOM
21			22		GANTRY-SHEAVES, CABLES, PINS, LOCKS
22			23		SAFETY CHAINS
23			24		TRACK ASSEMBLY (PLATES, LINKS, BUSHINGS, PINS, IDLER, ROLLERS, SPRINGS, BUSHINGS)
F	S S	SKIDS / FRAME AND SUSPENSION	25		TRACK TENSION
			26		FIFTH WHEEL, TOW, HITCH, PINTLE, HOOK
1		FRAME (CRACKS, WELDS, ALIGNMENT)	27		YOKE ASSEMBLY
2		GUARDS AND OUTRIGGERS (CYLINDERS, HOSES)	28		TAILGATE, BOWL, HINGE PINS, EJECTOR, APRON
3		SPRINGS, EQUALIZERS, STABILIZERS	29		STOPLOCK SPRINGS
4		TIRES (PRESSURE, CONDITION)	30		CENTER PIN OR GUDGEON
5		FRONT AXLE ASSEMBLY, WHEELS (BEARINGS, MOUNTS, BALL JOINTS)	31		AIR LINES AND CONNECTIONS
6		REAR AXLE ASSEMBLY, WHEELS (BEARINGS, MOUNTS, BALL JOINTS)	32		DUCT, DUCT HOUSING, CABLE ASSEMBLY
7		"A" FRAME OR YOKE, PUSH BEAMS	33		PLENUMS

G	S	ATTACHMENTS / BLADES / CUTTING EDGES (Check applicable block in lines 1 through 5)	H	S	PUMPS AND COMPRESSORS (CONTINUED)
1		<input type="checkbox"/> AUGER <input type="checkbox"/> BACKHOE <input type="checkbox"/> BLADES	12		CYLINDER HEADS (GASKETS, CRACKS, LEAKS)
2		<input type="checkbox"/> BUCKET <input type="checkbox"/> BUCKET MULTIPURPOSE <input type="checkbox"/> CLAMSHELL	13		CRANKCASE (LEAKS, OIL LEVEL)
3		<input type="checkbox"/> COMPACTOR VIBRATOR <input type="checkbox"/> DRAGLINE <input type="checkbox"/> FORKS	14		GAUGES (OIL, AIR)
4		<input type="checkbox"/> HAMMER IMPACT <input type="checkbox"/> WINCH <input type="checkbox"/> PILE DRIVER	15		UNLOADERS
5		<input type="checkbox"/> RIPPER <input type="checkbox"/> SCRAPERS <input type="checkbox"/>	16		LINE OILERS (CONNECTIONS, STRAINERS)
6		DRUMS, SHEAVES, CABLES, LEADS AND GUIDES	17		SPRINKLING SYSTEM (TANKS, LINES, MOUNTING)
7		CUTTING EDGES, CORNER SHOES, BOOTS, END BITS, TEETH	18		CONTROLS
8		SKIPPER SHAFT AND SAGOLE BLOCK ASSEMBLY	19		TOOLS / ACCESSORIES (PNEUMATIC TOOL OUTFIT)
9		TAGLINE, GANTRY, HAMMER LEADS, BLOCKS	20		
10		DRAWBAR, SCARIFIER, CIRCLE	21		
11		HYDRAULIC LINES / CYLINDERS	22		
12			I	S S	MOBILE ELECTRIC POWER GENERATING SOURCE (Complete engine and power unit section before proceeding)
13					
H	S	PUMPS AND COMPRESSORS WATER / HYDRAULIC / PNEUMATIC	1		GOVERNOR ASSEMBLY (MODULES, TERMINALS, ADJUSTMENTS, CONNECTORS)
	S		2		ALTERNATOR ASSEMBLY (BEARINGS, STARTER, ROTOR, DIODES, COOLING FAN, INTAKES, FLEXIBLE COUPLING)
1		RESERVOIR, TANK (LEAKS, CRACKS, WELDS, BREATHERS, FILTERS, STRAINERS)	3		ELECTRIC / ELECTRONIC WIRING HARNESSSES, CONNECTORS
2		PUMP (MOUNTING, HOUSING) OUTPUT ____ PSI ____ GPM	4		PLUG IN MODULES, LOAD CONTACTORS
3		RELIEF VALVES ____ PSI	5		PRINTED CIRCUIT BOARDS (CRACKS, DIRT, CONFORMAL COATING, COMPONENT MOUNTING)
4		CONTROL VALVES (LINKAGE, LEVERS) CUT IN PRESSURE ____ PSI CUT OUT PRESSURE ____ PSI	6		CONTROL CABINET (MOUNTS, CONNECTORS, COMPONENT MOUNTING)
5		VALVES (FLOW, CHECK)	7		PROTECTIVE CIRCUIT (OPERATION, TRIP POINT RANGES)
6		CYLINDERS (LEAKS, MOUNTING)	8		CABLES (REMOTE OPERATION, PARALLELING, CONNECTIONS)
7		HOSES AND CONNECTIONS (LEAKS, CRACKS)	9		HOUSING (SEALS, COMPARTMENTS, FASTENERS, MARKINGS)
8		FILTERS / STRAINERS	10		AUXILIARY WINTERIZATION KIT (COMPLETENESS, OPERATION)
9		SHAFT, COUPLING, BEARINGS	11		TERMINAL BOARD
10		IMPELLER, DIAPHRAGM	12		VOLTAGE REGULATOR
11		INTER COOLER, RELIEF VALVE ASSEMBLY, LINES	13		RELAYS

J	S S	REFRIGERATION / AIR CONDITIONING	L	S S	CHAIN AND POWER SAW (Complete engine and power unit section before proceeding)
1		COMPRESSOR	1		TABLE TILTING SCREW
2		BELTS, PULLEYS, SHEAVES	2		COLUMN BASE AND FRAME
3		METERING DEVICE	3		SPROCKET AND CHAIN (OILER)
4		EVAPORATOR COIL	4		SAW GUARDS
5		CONDENSER COIL	5		MITRE GAUGE
6		TEMPERATURE CONTROLS	6		BLADES (CONDITION)
7		SIGHT GLASS	7		STARTER RECOIL SYSTEMS
8		GASKET, DOOR	M	S S	MARINE EQUIPMENT (Complete engine and power unit section before proceeding)
9		REFRIGERANT (SHORT, HIGH)			
10		LEAKS (OIL, REFRIGERANT)		1	HULL (LEAKS, CRACKS, BROKEN, MISSING)
11		TIMER DEFROST		2	ELECTRICAL (RADAR, RADIO, LIGHTS)
12		VALVES (SERVICE, PRESSURE, REGULATING, SOLENOID, CHECK)		3	CREW SERVED ARMAMENT
13		RELAYS / CONTACTORS		4	PROPULSION EQUIPMENT
14		CONTROL BOX		5	TRAILER (TIRES, FRAME, LIGHTS)
15		HOUSINGS		6	
16		STATOR / ROTOR / END BELLS / BEARINGS		7	
17		MOUNTINGS		8	
18		CAPACITORS		9	
19		ELECTRICAL SWITCHES AND CONNECTORS AND WIRING		10	
K	S S	WATER SUPPLY EQUIPMENT (Check Power Supply, Pumps first)	11		
			12		
1		CHLORINE, CYLINDER OR BAG CHLORINE (TEST FEED)	13		
2		PRESSURE REGULATOR (CHLORINE)	14		
3		VALVES AND STRAINERS	15		
4		FILTER SECTION	16		
5		TANKS	17		

N		MODIFICATION INSTRUCTIONS	PERFORMED				
MI / TI NO.			YES	NO			
MI- #		TITLE OF MI OR TI	✓				
O	<div style="text-align:center;">INSTRUCTIONS THIS FORM SHALL BE PREPARED IN ADVANCE IN ACCORDANCE WITH TM 4700-15/1_ <div>1. SECTION A will be completed utilizing the information contained in the Equipment Record Folder or other unit records. Verification shall be obtained from the Equipment Data Plate. 2. SECTION B shall contain any special instructions as to the conduct of the inspection or special areas of interest. 3. SECTION C shall be completed utilizing the information contained on NAVMC 696D instructions as appropriate shall be entered. 4. SECTION N will be used to list the required modification for this equipment. 5. For detailed instructions on preventive maintenance services and repairs refer to equipment's TM and LT. A complete listing of applicable publications is contained in SL 1-2 and SL 1-3.</div></div>						
P	MECHANIC / OPERATOR (NAME GRADE, ORGANIZATION) ✂Name,Grade,Organization✂		MAINTENANCE : OPERATIONS CHIEF (NAME, GRADE, ORGANIZATION) ✂Name,Grade,Organization✂			ERO NO. ✂ERO #✂	DATE ✂DATE✂
	MAINTENANCE : OPERATIONS OFFICER AS REQUIRED (NAME, GRADE, ORGANIZATION) ✂AS REQUIRED✂		RESPONSIBLE OFFICER AS REQUIRED (NAME, GRADE, ORGANIZATION) ✂AS REQUIRED✂				

PAGE 6

★U.S. GOVERNMENT PRINTING OFFICE: 1995-O-681-737



QUESTIONS ?

BREAK



TACTICAL ENGINEER EQUIPMENT



- **Use a NAVMC 10245 (ERO) in conjunction with the NAVMC 10560 to record all PMCS and CM performed & the NAVMC 10925 to request parts.**



GARRISON MOBILE EQUIPMENT



- **Use a NAVMC 9-11200/3A (SRO) in conjunction with the NAVMC 10560 to record scheduled maintenance (SM) and corrective maintenance (CM) performed and parts used.**



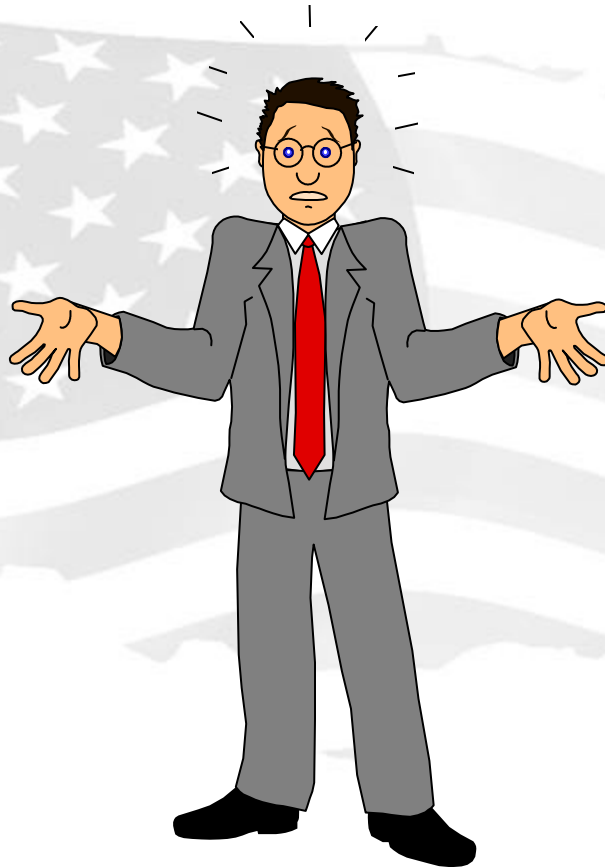
FILING AND DISPOSITION



- **When maintenance officer/chief verifies that all requirements listed in Section B have been transferred to the ERO/SRO, it will be destroyed.**
- **Retain when used in conjunction with an investigation.**
 - ✓ **When released, use it for corrective maintenance.**



QUESTIONS!!!





QUESTIONS TO YOU!!!



Q. What is the purpose of the NAVMC 10560?

A. To provide a check list for performing & recording PMCS & LTI's to include Acceptance LTI, LTI's prior to major repair, at discretion of Engr.Equip. Officer/Chief, and a guide for performing ASCC's.

NAVMC 10245

EQUIPMENT REPAIR ORDER (ERO)

PURPOSE

- To request:
 - ✓ Modifications.
 - ✓ Calibration.
 - ✓ CM
 - ✓ PMCS's
 - ✓ LTI's.
 - On all ground equipment.
- Recording/Reporting Maint. Performed.
- To transmit work to higher levels of support.
- Use in all instances where either Maint. Resources Rpr. Prts. or Sec. Reps are required.

PURPOSE CONT.

- Not required for the following:
 - ✓ Total labor < 0.3 Hours.
 - ✓ Total parts < \$25.00, and parts do not have to be ordered.
- Not used to request/record 1st EOM Depot maintenance.
 - ✓ Will be used to request maint. For 2nd through 4th EOM.
 - ✓ First echelon will use in conjunction with a EROSL to to order SL-3 IAW prescribed procedures.

PURPOSE CONT.

➤ 2nd EOM ERO is optional for the following:

- ✓ Transmitting TMDE into the Cal. Lab.
- ✓ Transmitting work to 3rd & not authorized 2nd or supported by a 2nd maintenance shop.
- ✓ Units are however whether preparing a 2nd ERO or not.
 - Required to establish a 2nd EOM record in MIMMS for EVAC of work for Calibration.

PURPOSE CONT.

- MSCMMSOP must have procedures for units that are not using a 2nd EOM ERO.

RESPONSIBILITIES

➤ Preparing Activity.

- ✓ Is responsible for the initial preparation to include the heading and description of work.
- ✓ The items marked with a (#) will be completed by the preparing activity during the initial preparation.
- ✓ “Description of Work” requires entries by both the preparing and maintenance activities.

RESPONSIBILITIES

➤ Maintenance Unit.

- ✓ Maint. Activity will receipt for equip. by completing the "Accepted By", "Date" and "ERO No".
- ✓ Maint. section will enter work performed as actions are completed and close out the ERO.
- ✓ If item is evacuated to a higher EOM, the maint. section will complete those items required by the preparing activity. ERO No. will go in the "Request No/Old ERO No."

ERO COMPOSITION

- White copy. Original
- Pink copy. Administrative copy
- Green copy. Maintenance copy.
(mechanics working copy)
- Yellow copy. Is the owning units
copy when equipment is at the
maintenance shop.

PREPARATION INSTRUCTIONS

- Numbers in the ERO header blocks correspond to card columns for the “0” card except for the last line, these numbers pertain to card columns for the “T” or “3” card.
- Blocks at the bottom pertain to the card columns for a “9” card.

NOTES

- **UM-4790-5, Ch. 6** explains the different types of transactions in MIMMS/AIS.
- **“T” Transaction** is only used by the Intermediate Maint. shops.
 - ✓ Provides an ERO chain & transfers from an existing ERO to a new ERO when EVAC'd to higher levels of Maint.

NOTES

- **“3” Transaction**, used to manually enter/correct the NSN, TAMCN, Nomen., or WSC.
- **“9” Transaction**, used to close out a ERO record.

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)					ORF					ORGANIZATION DOING REPAIRS										DEST. AC																																																	
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ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS										QTY										COST									

ACCEPTED BY (SIGNATURE)

****Acknowledges transfer of custody.**

****Not required for deferred ERO's until delivered.**

****Optional if Accepted By and Authorized By is the same.**

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNDER										EOTC										PRIMARY METER READING																			
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EQUIPMENT REPAIR ORDER (ERO) (11240)
NAVMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)
SN: 0109-LF-083-2900 U/I: PG OF 100 SE

ERO NO.						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)				OFF		ORGANIZATION DOING REPAIRS										DEST. AC				
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ORGANIZATION DOING REPAIRS

Name of unit doing the repairs.
May be left blank, when the Maint. Section is also the owner, or EVAC'd to higher EOM and AC is Entered on the ERO.

CIV. LABOR CHG.						NON-SASSY PARTS CHG.						DATE CLOSED						MIL. LABOR HRS.						CLOSE STAT		NO. UNDER		BOTC		PRIMARY METER READING																							
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DEST. AC (Destination Unit ID Code)

Enter the AAC only when evacuated to a supporting maint. Activity, otherwise leave blank.

****Enter 66666 for a civilian agency.**

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNDER										BOTC										PRIMARY METER READING																			
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REQUEST NO/OLD ERO NO, enter the ERO# assigned when being EVAC HECH. Cat. "C", use end items ERO# which will Help match the component with the end item.

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNDER										EOTC										PRIMARY METER READING																													
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ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)					MECHANIC (SIGNATURE)										STATUS					CODE					STATUS DATE					NON-SASSY PARTS NOMEN, NSN OR PART NO.										QTY					COST																																																																																																																		

DCD (Deadline Control Date), enter the actual Julian date the equipment went dead. Cat code "M" requires a DCD, "P" only if deadline. "M" is for ARES Reportable equip., which will be listed in the current edition of the cBul 3000. Cat. Code "C" ERO's, enter DCD on the Mother ERO.

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)					OFF					ORGANIZATION DOING REPAIRS										DEST. AC														
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ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)					MECHANIC (SIGNATURE)					STATUS					CODE					STATUS DATE					NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY					COST				

ECH enter the EOM that will be Performing the maintenance, (1,2,3,or 4). EOM of "1" will be used when the Cat Code is "S" when ordering SL-3 components.

TASK DATA FIELDS																																												
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INSPECTED BY (SIGNATURE)										DATE					OWNER NOTIFIED (NAME)										DATE					DELIVERED TO (SIGNATURE)										DATE				

ERO NO.						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRIS)				DRF		ORGANIZATION DOING REPAIRS										DEST. AC																																																																																																									
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SERIAL NUMBER enter the serial# from data plate. Use the last 10 characters including symbols. Will be left justified. I.E. 522521, 1st digit "5" will be in CC 30, and the last digit of "1" will be in CC 35. Eliminate spaces. Batch ERO, enter a "0" in CC 35 and list the serial numbers in the "Description of Work" field.

SERIAL NUMBER NOTES

- Equipment with no Serial Number assigned, a local serial number will be assigned.
- ✓ This will be completed by the unit supply section per the UM-4400-124.
 - (Pg. 3-2-9, Para 2.6.a(4)) No USMC number the manufacturer's serial number will be used.

SERIAL NUMBER NOTES

➤ Pg. 3-2-17, Para 2.14, states major end items serial numbers will be unique. If a serial number cannot be identified, the number will be comprised of the last 5 digits of the RUC plus 3 numbers.

✓ 25-Ton Clamshell; the serial number could read as 54063001.

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)					OFF					ORGANIZATION DOING REPAIRS										DEST. AC																																																	
REQUEST NO./OLD ERO NO.					OCC					ECH					SERIAL NUMBER										JOB NO.					QTY					CD					OWNING ORGANIZATION																																																						
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ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									

Qty the number of equipment to be repaired, right justified last number will appear in CC 39.

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNDER										EOTC										PRIMARY METER READING																			
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INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																							

EQUIPMENT REPAIR ORDER (ERO) (11240)
 NAVMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)
 SN: 0109-LF-083-2900 U/I: PG OF 100 SE

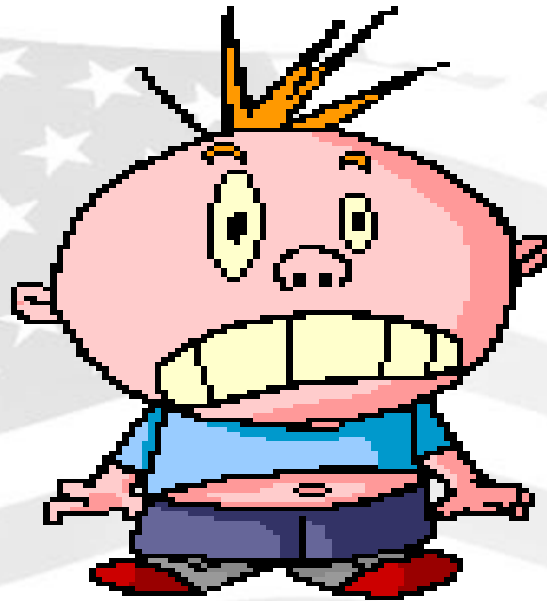
Owning Organization Enter the name of the unit that is accountable, if being prepared by a supporting unit, enter the designation of the using unit.
May be left blank.

EQUIPMENT REPAIR ORDER (ERO) (11240)
NAVMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)
SN: 0109-LF-085-2000 U/I: PG OF 100 SE

Owner AC enter the Unit Identification Code, as it reflects in the RUAF.



QUESTIONS



BREAK

ERO NO. 2 3 4 5 6						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW						ACCEPTED BY (SIGNATURE)										DATE (DD/SS)				DRF		ORGANIZATION DOING REPAIRS						DEST. AC 12 13 14 15 16																																																													
REQUEST NO./OLD ERO NO.						OCD				ECH				SERIAL NUMBER										JOB ID		QTY		RDC		ORIGINATING ORGANIZATION																																																																	
OWNER AC						AUTHORIZED BY (SIGNATURE)										DATE										DEFECT		PR		ID NUMBER		NOMENCLATURE																																																															
CATEGORY CODE (CIRCLE ONE)						JOB STAT										JOB										SHOP SECT		RELEASED FROM INVESTIGATION (SIGNATURE)																																																																			
DISPOSITION-REFERENCE H N P X C D O F R K S						OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE) T P LP MAU 3						NSN OF ITEM										OR										DRS										WSC										NOMENCLATURE										TAM CN/D NO.																																							
ITEM NO.						DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									

Authorized By (Signature) and Date individual authorizing the work at the preparing activity signs, entry of the Date may be left blank.

CIV. LABOR CHG.						NON-SASSY PARTS CHG.						DATE CLOSED						MIL. LABOR HRS.						CLOSE STAT						NO. UNDER						EOTC						PRIMARY METER READING																	
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INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE									

AUTHORIZED BY (SIGNATURE)

- CO's may personally authorize or delegate in writing for specific personnel who can sign UND "A".
- If upgrade is required & original signer is not authorized for the upgrade the new Priority and Date will go in the Description of Work block, and person authorizing the upgrade will sign in the Mechanics Signature field.
- Under investigation, ensure all investigation matters are completed.

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Defect enter the code that best describes the maintenance action. Optional for units not supported by MIMMS AIS.

Defect Codes will be located in the UM-4790-5 Ch. 24, Pg 24-3.

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Pri (Priority) Enter per the MCO 4400.16_

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ID Number Enter the ID Number of the equipment undergoing maintenance.

FSMAO Clarification, SecReps with a Cat. Code "F", "H", and "D" ERO use. Does ID#'s on the ERO get left blank or does the end item ID# used if the SecReps does not have an ID#.
Response: ID Number is left blank.

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ID NUMBER

- Cat. Code "0" ERO's, ID number will be the same as the first letter of the commodity area TAM.
- Cat. Code F, H, & D, a 3 Trans will be submitted (Nomen), this is to assist in determining item undergoing repair.
- Cat. Code C, & K, a 3 Trans will be submitted indicating Nomen. Of actual component.

EQUIPMENT REPAIR ORDER (ERO) (11240)
 NAYMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)
 SN: 0108-LF-083-2800 U/I: PG OF 100 SE

Category Code (Circle One) Circle the one that describes the category for the equipment. They indicate such things as MARES Reportable, Component D/L Equip., etc.

CAT. CODES

- **"M"** MARES Reportable, D/L, requiring critical repairs.
 - ✓ McBu1 3000 contains all MARES equip.
- **"N"** MARES or Non-MARES requiring non critical maintenance.
- **"P"** Non-MARES, D/L, or D/G, requiring critical repairs.

CAT. CODES

- **"X"** MARES reportable, requiring critical repairs, does not D/L, but does degrade its operational capability.
- **"C"** Component of an end item which D/L or precludes end item from operating at its full capacity.

CAT. CODES

- **"D"** Depot level SecReps requiring repairs.
- **"O"** Shop Overhead, PEB items.
- **"F", "H"** Field level SecReps requiring repairs.
- **"K"** Calibration
- **"S"** SL-3 components for end items.
 - ✓ Components D/L's use codes "M" or "P".

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Job Stat: (Status) describes the maintenance status, optional for non MIMMS AIS supported units.

Job Status codes can be found in the UM-4790-5, Ch 24, Pg 24-5.

DEFECT 1					TASKS					MAN-HOURS					DEFECT 2					TASKS					MAN-HOURS					DEFECT 3					TASKS					MAN-HOURS				
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EQUIPMENT REPAIR ORDER (ERO) (11240)
NAVMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)
SN: 0109-LF-083-2000 U/I: PG OF 100 SE

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Released From Investigation (Signature):
 Leave blank. Authorizing individual must ensure all investigation matters are completed prior to authorizing for CM.

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Disposition Reference: Intermediate Maint. Activity enters the reference documentation when equipment declared unserviceable. If batched enter all serial numbers in the Description of Work blocks.

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Remarks:

Preparing/Maintenance enters any other information considered appropriate.

Required entry: When EOT Indicator is replaced, the OLD and NEW hour meter readings will be placed in this block.

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NSN of Item: Maint. Enters the NSN for the “3” trans. May be left blank when not required. Leave blank for Cat. Code “C”. Cat. Codes “F”, “H”, or “D” when ID# is blank or SecRep ID not in the MIMMS ID Standards File, NSN of SecRep is a required entry.

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OWNER AC					AUTHORIZED BY (SIGNATURE)										DATE										DEFECT					PR					ID NUMBER					NOMENCLATURE																																																						
CATEGORY CODE (CIRCLE ONE)					ISSI										JOB STAT										JON					SHOP SECT					RELEASED FROM INVESTIGATION (SIGNATURE)																																																											
DISPOSITION-REFERENCE					OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)					NSN OF ITEM										OR										T-DRIS										WSC										NOMENCLATURE										TAM CN/ID NO.																																							
ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									
CIV. LABOR CHG.					NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNDER										EOTC										PRIMARY METER READING																													
TASK DATA FIELDS					DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
INSPECTED BY (SIGNATURE)					DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																	

T-DRIS: Maint. Shop enters the Julian Date when accepted for repairs only when a "T" Transaction is needed.

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)					OFF					ORGANIZATION DOING REPAIRS										DEST. AC									
REQUEST NO./OLD ERO NO.					OCC					ECH					SERIAL NUMBER										JOB NO					QTY					RDD					OWNING ORGANIZATION														
OWNER AC					21 22 23 24 25					26 27 28 29 30					31 32 33 34 35					36 37 38 39 40					41 42 43																													
AUTHORIZED BY (SIGNATURE)					DATE					DEFECT					PR					ID NUMBER					NOMENCLATURE																													
44 45 46 47 48															49 50 51 52 53					54 55 56 57 58					59 60																													
CATEGORY CODE (CIRCLE ONE)					ISSI					JOB STAT					JON										SHOP SECT					RELEASED FROM INVESTIGATION (SIGNATURE)																								
DISPOSITION-REFERENCE					OWNER'S PHONE NO.					SEC REP NSN																				REMARKS																								
CARD TYPE (CIRCLE ONE)					NSN OF ITEM					OR					T-ORIS					WSC					NOMENCLATURE					TAM CN/ID NO.																								
T					1 2 3 4 5 6 7 8 9 10 11					12 13 14 15					16 17 18 19 20 21					22 23 24 25 26 27 28 29 30 31 32 33 34 35					36 37 38 39 40																													
ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)					MECHANIC (SIGNATURE)					STATUS					CODE					STATUS DATE					NON-SASSY PARTS NOMEN. NSN OR PART NO.					QTY					COST				

WSC: (Weapon System Code) When applicable, Maint will enter the WSC for a "T" Trans. Cat. Code.

"C" use end item WSC.

Found in the current edition of the McBuI 3000.

14 15 16 17 * 18 19 20 21 22 23 24 25 * 26 27 28 29 30 31 32 33 34 35 * 36 37 38 39 40 41 42 43 44 45 46 47																																																																																																											
TASK DATA FIELDS																																																																																																											
DEFECT 1												TASKS												MAN-HOURS												DEFECT 2												TASKS												MAN-HOURS												DEFECT 3												TASKS												MAN-HOURS											
48 49 50 51 52 53 54 55 56 * 57												58 59 60 61 62 63 64 65 66 * 67												68 69 70 71 72 73 74 75 76 * 77																																																																																			
INSPECTED BY (SIGNATURE)														DATE														OWNER NOTIFIED (NAME)														DATE														DELIVERED TO (SIGNATURE)														DATE																																					

ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										ORGANIZATION DOING REPAIRS										DEST. AC																																																	
REQUEST NO./OLD ERO NO.										OCC										ECH										SERIAL NUMBER										JOB NO										QTY										RCD										OWNING ORGANIZATION																													
OWNER AC										AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																																							
CATEGORY CODE (CIRCLE ONE)										ISSI										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																																	
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										M CN/ID NO.																																							
ITEM NO.										DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									

Nomenclature: Enter the Nomen. For the “3” Trans. For Cat. Code “C” & “K” change the Nomen. to that of the component. SecRep ID# not loaded to the Standards File, SecRep Nomen is a required entry.

14										15										16										17										18										19										20										21										22										23										24										25										26										27										28										29										30										31										32										33										34										35										36										37										38										39										40										41										42										43										44										45										46										47									
TASK DATA FIELDS																																																																																																																																																																																																																																																																																																																																																			
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS																																																																																																																																																																																																																																																																			
48										49										50										51										52										53										54										55										56										57										58										59										60										61										62										63										64										65										66										67										68										69										70										71										72										73										74										75										76										77																																																	
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																																																																																																																																																																																																																																																																	

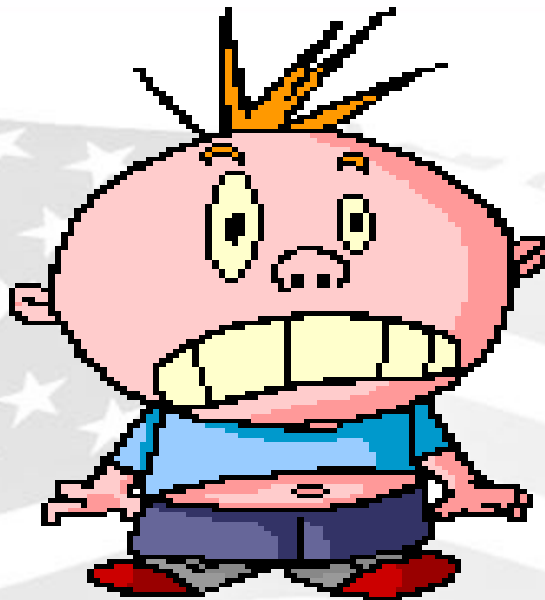
ERO NO.										SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)										OFF										ORGANIZATION DOING REPAIRS										DEST. AC																																							
REQUEST NO./OLD ERO NO.										OCC										ECH										SERIAL NUMBER										JOB NO										QTY										POD										OWNING ORGANIZATION																													
OWNER AC										AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										PR										ID NUMBER										NOMENCLATURE																																							
CATEGORY CODE (CIRCLE ONE)										ISSI										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																																	
DISPOSITION-REFERENCE										OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)										NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/ID NO.																																							
ITEM NO.										DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST									

TAM CN/ID NO: For a "3" Trans. Cat. Codes "C" & "K" enter the TAM of the end item. IMA will enter the ID# for SecReps, right justified, 04078C shall be enter as 4078C. Codes "F", "H", & "D" enter the ID# of the end item.

DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																							



QUESTIONS?



BREAK

Item No: # of each task in numerical sequence. If Task # in TM is used the TM must be referenced in the Description of Work blocks.

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)					ORF					ORGANIZATION DOING REPAIRS										DEST. AC																																																	
REQUEST NO./OLD ERO NO.					OCD					ECH					SERIAL NUMBER										JOB ID					QTY					RDC					ORNING ORGANIZATION																																																						
OWNER AC					AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										ID NUMBER					NOMENCLATURE																																																						
CATEGORY CODE (CIRCLE ONE)					1601										JOB STAT					JON										SHOP SECT					RELEASED FROM INVESTIGATION (SIGNATURE)																																																											
DISPOSITION-REFERENCE					OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)					NSN OF ITEM										OR					T-DRS										WSC					NOMENCLATURE										TAM CN/D NO.																																																	
ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)					METER (HRS)																																																																										
CIVIL					NON-SAFETY PARTS CHG.										DATE CLOSED					MIL. LABOR HRS.										CLOSE STAT					NO. UNDER					EOTC					PRIMARY METER READING																																																	
TASK DATA FIELDS					DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
INSPECTED BY (SIGNATURE)					DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																	

Description of Work:
 preparing activity will
 enter a brief
 description of each
 task to cover
 symptoms of the
 failure.



DESCRIPTION OF WORK



- Entry of the Defect Codes is also required for each task entered, I.E. (b52), (X34), or (M07).
- Defect Codes will not be used for each individual task for a PMCS ERO.

ERO NO.						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)				DRF		ORGANIZATION DOING REPAIRS										DEST. AC																																																																									
REQUEST NO./OLD ERO NO.						OCD				ECH				SERIAL NUMBER										JOB ID				QTY		RDC		ORIGIN ORGANIZATION																																																																																			
OWNER AC						AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										ID NUMBER										NOMENCLATURE																																																																					
CATEGORY CODE (CIRCLE ONE)						1601										JOB STAT										JON										SHOP SECT										RELEASED FROM INVESTIGATION (SIGNATURE)																																																																					
DISPOSITION-REFERENCE						OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																																									
CARD TYPE (CIRCLE ONE)						NSN OF ITEM										OR										T-DRS										WSC										NOMENCLATURE										TAM CN/D NO.																																																											
ITEM NO.						DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN. NSN OR PART NO.										QTY										COST																													

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRIS)				ORF		ORGANIZATION DOING REPAIRS										DEST. AC																	
REQUEST NO./OLD ERO NO.					CCD					ECH					SERIAL NUMBER										JOB TO				QTY		RCD		OWNING ORGANIZATION																									
OWNER AC					AUTHORIZED BY (SIGNATURE)										DATE										DEFECT				PR		ID NUMBER				NOMENCLATURE																							
CATEGORY CODE (CIRCLE ONE)					1601										JOB STAT										JON								SHOP SECT				RELEASED FROM INVESTIGATION (SIGNATURE)																					
DISPOSITION-REFERENCE					OWNER'S PHONE NO.										SEC REP NSN																		REMARKS																									
CARD TYPE (CIRCLE ONE)					NSN OF ITEM										OR										T-ORIS				WSC				NOMENCLATURE										TAM CN/D NO.															
ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS				CODE		STATUS DATE				NON-SASSY PARTS NOMEN, NSN OR PART NO.										QTY		COST	

Date Closed: Enter the Julian date when the equipment was returned to the owning unit.

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED				PL. LABOR HRS.										CLOSE STAT		NO. UNSER		BOTC		PRIMARY METER READING									
14 15 16 17 18 19										20 21 22 23 24 25 26 27										28 29 30 31				32 33 34 35 36										37 38		39 40		41 42		43 44 45 46 47									

DEFECT 1					TASKS					MAN-HOURS					DEFECT 2					TASKS					MAN-HOURS					DEFECT 3					TASKS					MAN-HOURS				
48 49 50					51 52 53					54 55 56 57					58 59 60					61 62 63					64 65 66 67					68 69 70					71 72 73					74 75 76 77				

INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE									
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EQUIPMENT REPAIR ORDER (ERO) (11240)
NAVMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)
SN: 0109-LF-083-2000 U/I: PG OF 100 SE

EQUIPMENT REPAIR ORDER (ERO) (11240)
NAVJMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)
SN: 0109-LF-085-2900 U/I: PG OF 100 SE

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)					OFF					ORGANIZATION DOING REPAIRS										DEST. AC				
REQUEST NO./OLD ERO NO.					OCC					ECH					SERIAL NUMBER										JOB NO					QTY					POD					OWNING ORGANIZATION									
OWNER AC					21 22 23 24 25					26 27 28 29 30					31 32 33 34 35					36 37 38 39 40					41 42 43																								
AUTHORIZED BY (SIGNATURE)					DATE					DEFECT					PR					ID NUMBER					NOMENCLATURE																								
44 45 46 47 48					CATEGORY CODE (CIRCLE ONE)					JOB STAT					JON					SHOP SECT					RELEASED FROM INVESTIGATION (SIGNATURE)																								
DISPOSITION-REFERENCE					OWNER'S PHONE NO.					SEC REP NSN					REMARKS																																		

CARD TYPE (CIRCLE ONE)					NSN OF ITEM					OR					T-ORIS					WSC					NOMENCLATURE										TAM CN/ID NO.									
T P LP MAU 3					7 8 9 10 11					12 13 14 15					16 17 18 19					20 21 22 23 24 25 26 27 28 29 30					31 32 33 34 35 36 37 38 39 40																			

ITEM NO.	DESCRIPTION OF WORK	LABOR (HOURS)	MECHANIC (SIGNATURE)	STATUS	CODE	STATUS DATE	NON-SASSY PARTS NOMEN. NSN OR PART NO.	QTY	COST
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EOTC enter the appropriate EOTC.

“M” = Miles

“H” = Hours

“D” = Days

“R” = Rounds

CIV. LABOR CHG.					NON-SASSY PARTS CHG.					DATE CLOSED					MIL. LABOR HRS.					CLOSE STAT					NO. UNDER					EOTC					PRIMARY METER READING				
14 15 16 17 18 19					20 21 22 23 24 25 26 27					28 29 30 31					32 33 34 35 36 37					38 39 40					41 42 43 44 45 46 47														

TASK DATA FIELDS																													
DEFECT 1		TASKS		MAN-HOURS		DEFECT 2		TASKS		MAN-HOURS		DEFECT 3		TASKS		MAN-HOURS													
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77
INSPECTED BY (SIGNATURE)						DATE		OWNER NOTIFIED (NAME)						DATE		DELIVERED TO (SIGNATURE)						DATE							



Primary Meter Reading



- **UM-4790-5, Ch. 24, Pg 24-41, Master Equipment File (MEF) Error Codes, error code "a", Para. (b).**
- **When the EOT Indicator has been replaced the defect code will reflect that fact.(i.e. X34)**

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRS)					OFF					ORGANIZATION DOING REPAIRS										DEST. AC				
REQUEST NO./OLD ERO NO.					OCC					ECH					SERIAL NUMBER										JOB NO					QTY					POD					OWNING ORGANIZATION									
OWNER AC					AUTHORIZED BY (SIGNATURE)										DATE										DEFECT 1					PR					ID NUMBER					NOMENCLATURE									
CATEGORY CODE (CIRCLE ONE)					HBI										JOB STAT										JON					SHOP SECT					RELEASED FROM INVESTIGATION (SIGNATURE)														
DISPOSITION-REFERENCE					OWNER'S PHONE NO.										SEC REP NSN										REMARKS																								

CARD TYPE (CIRCLE ONE)					NSN OF ITEM					OR					T-ORIS					WSC					NOMENCLATURE										TAM CN/ID NO.																																																																																																																																																															
T					P					LP					MAU					3					7					8					9					10					11					12					13					14					15					16					17					18					19					20					21					22					23					24					25					26					27					28					29					30					31					32					33					34					35					36					37					38					39					40				

ITEM NO.	DESCRIPTION OF WORK	LABOR (HOURS)	MECHANIC (SIGNATURE)	STATUS	CODE	STATUS DATE	NON-SASSY PARTS NOMEN. NSN OR PART NO.	QTY	COST
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Tasks and Man-Hours: Leave blank.

CIV. LABOR CHG.					NON-SASSY PARTS CHG.										DATE CLOSED					MIL. LABOR HRS.					CLOSE STAT					NO. UNDER					EOTC					PRIMARY METER READING																																																																																																																																	
14					15					16					17					18					19					20					21					22					23					24					25					26					27					28					29					30					31					32					33					34					35					36					37					38					39					40					41					42					43					44					45					46					47				

DEFECT 1					TASKS										MAN-HOURS										DEFECT 2					TASKS										MAN-HOURS										DEFECT 3					TASKS										MAN-HOURS																																																																																				
48					49					50					51					52					53					54					55					56					57					58					59					60					61					62					63					64					65					66					67					68					69					70					71					72					73					74					75					76					77				

INSPECTED BY (SIGNATURE)										OWNER NOTIFIED (DATE)										DELIVERED TO (SIGNATURE)										DATE									
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EQUIPMENT REPAIR ORDER (ERO) (11246)
 NAVMC 10245 (REV. 10-81) (4-78 and 2-80 Editions will be used)
 SN: 0109-LF-083-2900 U/I: PG OF 100 SE

Inspected by (Signature), and Date:
Person who performed the Quality Control inspection will sign and enter a / Julian date.

ERO NO.					SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (DRIS)					ORF					ORGANIZATION DOING REPAIRS										DEST. AC																																																	
REQUEST NO./OLD ERO NO.					CCD					ECH					SERIAL NUMBER										JOB TO					QTY					RCD					OWNING ORGANIZATION																																																						
OWNER AC					AUTHORIZED BY (SIGNATURE)										DATE										DEFECT					PRI					ID NUMBER										NOMENCLATURE																																																	
CATEGORY CODE (CIRCLE ONE)					1601										JOB STAT					JON										SHOP SECT					RELEASED FROM INVESTIGATION (SIGNATURE)																																																											
DISPOSITION-REFERENCE					OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)					NSN OF ITEM										OR										T-ORIS										WSC										NOMENCLATURE										TAM CN/D NO.																																							
ITEM NO.					DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS										CODE										STATUS DATE										NON-SASSY PARTS NOMEN, NSN OR PART NO.										QTY										COST									

Owner Notified (Name) and Date:

Maintenance will enter the name of who was notified and date. Additional entries will be placed under the previous one.

CIV. LABOR CHG.										NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT										NO. UNDER										EOTC										PRIMARY METER READING																			
14 15 16 17 18 19										20 21 22 23 24 25 26 27										28 29 30 31										32 33 34 35 36 37										38 39 40 41										42 43 44 45 46 47																																							
TASK DATA FIELDS																																																																																									
DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
48 49 50 51 52 53 54 55 56 57										58 59 60 61 62 63 64 65 66 67										68 69 70 71 72 73 74 75 76 77																																																																					
INSPECTED BY (SIGNATURE)										DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																							

ERO NO.						SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW										ACCEPTED BY (SIGNATURE)										DATE (D/R/S)				ORF		ORGANIZATION DOING REPAIRS										DEST. AC																																																					
REQUEST NO./OLD ERO NO.						OCD				ECH				SERIAL NUMBER										JOB ID				QTY		RDC		ORNING ORGANIZATION																																																															
OWNER AC						AUTHORIZED BY (SIGNATURE)										DATE										DEFECT										ID NUMBER				NOMENCLATURE																																																							
CATEGORY CODE (CIRCLE ONE)						1601										JOB STAT										JON										SHOP SECT				RELEASED FROM INVESTIGATION (SIGNATURE)																																																							
DISPOSITION-REFERENCE						OWNER'S PHONE NO.										SEC REP NSN										REMARKS																																																																					
CARD TYPE (CIRCLE ONE)						NSN OF ITEM										OR										T-ORIS										WSC				NOMENCLATURE										TAM CN/D NO.																																													
ITEM NO.						DESCRIPTION OF WORK										LABOR (HOURS)										MECHANIC (SIGNATURE)										STATUS				CODE		STATUS DATE				NON-SASSY PARTS										QTY		COST																																					
CIV. LABOR CHG.						NON-SASSY PARTS CHG.										DATE CLOSED										MIL. LABOR HRS.										CLOSE STAT				NO. UNDER		EOTC				PRIMARY METER READING																																																	
TASK DATA FIELDS						DEFECT 1										TASKS										MAN-HOURS										DEFECT 2										TASKS										MAN-HOURS										DEFECT 3										TASKS										MAN-HOURS									
INSPECTED BY (SIGNATURE)						DATE										OWNER NOTIFIED (NAME)										DATE										DELIVERED TO (SIGNATURE)										DATE																																																	

Delivered To (Signature) and Date:
Individual from the preparing activity who is authorized to receipt for the equipment upon completion of the repairs.



FILING AND DISPOSITION



- **White Copy:** used to update the equipments records and become part of the record.
 - ✓ Minimum of 1 year from close out.
 - ✓ Exceeds 1 year, retain the most recent.
 - ✓ Batch ERO retain in one of the specific ID numbers record jacket.



FILING AND DISPOSITION



- **Pink Copy:** used to update white and close in MIMMS AIS.
- ✓ **Destroy** once all is updated



FILING AND DISPOSITION



- **Green Copy:** working copy for maint. not having custody of equip. records.
 - ✓ Used to update white, retention is optional.
 - ✓ Maint. Has custody of owning units records, GRN Copy not retained.
 - ✓ Maint. Elects to use white as working copy, GRN not required.



FILING AND DISPOSITION



- **Yellow Copy: receipt, after white is signed by maint. No more than one ERO will serve as receipt.**
 - ✓ **Maint. Excepts equipment, give to owner as receipt.**
 - ✓ **Yellow is returned once all repairs are completed.**
 - ✓ **White returned to owner, destroy yellow copy.**



ADDITIONAL INSTRUCTIONS



- An open ERO must exist at the evacuating EOM (2nd) and the next higher EOM (3rd).
- Maint. with more than authorized EOM 2nd or higher, record all actions on lowest ERO.



ADDITIONAL INSTRUCTIONS



- **Record PMCS actions on the PMCS ERO.**
- **PMCS completed as far as practical, close PMCS ERO and complete remaining PM on separate CM ERO.**
- **CM ERO exist, PMCS may be recorded on CM ERO, only when CM can be closed after PMCS is completed.**



ADDITIONAL INSTRUCTIONS



- Maintenance on equipment that a deferred ERO has been submitted may be performed on it as the authorizing document.
- ✓ Deferred ERO is an ERO inducted into maintenance allowing for requisitioning of parts. Will not be D/L.



UNIT RECALL



- Accepted for Unit Recall, maint. Will hold all copies of the ERO.
 - ✓ Unit will hold operable equipment.
- Local procedures must be established for accountability of equip. and use of yellow copy as a receipt.
- **Open ERO in MIMMS AIS w/job status of Unit Recall.**



UNIT RECALL



- **Schedule equipment into maintenance as soon as possible when all materials are received.**
 - ✓ **If not available, the job status will be changed to Awaiting Equipment.**
 - ✓ **When maintenance section is the IMA, owning unit will still show Unit Recall until returned.**
 - **Once returned, owning unit will run EVAC HECH.**



ADDITIONAL INSTRUCTIONS



- Prepare ERO for each item requiring maintenance.
- May be batched, but must have same ID#.
- Cannot batch for PMCS, CM, or urgent mods. (NMCS)



ADDITIONAL INSTRUCTIONS



- Forms used by other services will be maintained the same as the ERO/EROSL.
- Qty of info. On a ERO exceeds space on one sheet, additional sheets will be used, listing the ERO#, Serial#.
 - ✓ When closed, complete 1st page.



ADDITIONAL INSTRUCTIONS



- Only one ERO will be opened for deadlined equipment at each EOM.
- Active ERO's previously used as deadlined will not be upgraded to deadlined or degraded.



NOTE



- **CRITICAL PARTS** are parts or SecReps that preclude equipment from performing its intended mission.
 - ✓ Requires 2nd through 5th EOM
- **NON-CRITICAL PARTS** are parts that effect equipments ability to perform its intended mission but do not deadline.



DEADLINED ERO'S



- **Use Cat Code "M" w/DCD for MARES reportable equipment.**
- **Use Cat Code "P" w/DCD for Non-MARES reportable equipment.**



DEADLINED ERO'S



- **No longer deadlined.**
- ✓ **Close ERO, all repairs completed.**
- ✓ **Downgrade Cat Code when all repairs are not complete.**



DEGRADED ERO'S



- Cat Code's "X" and "P" ERO's.
- ✓ Only one degraded ERO at each EOM.
- ✓ Active ERO's previously used as degraded will not be upgraded to degraded or deadlined



DEGRADED ERO'S



- **Critical repairs, but not deadline.**
- ✓ **Use Cat Code "X" on MARES reportable equipment.**
- ✓ **Use Cat Code "P" for Non-MARES reportable equipment.**



DEGRADED ERO'S



- No longer degraded.
- ✓ Close ERO, when all repairs are completed.
- ✓ Downgrade Cat Code when all repairs are not completed.



CAT CODE "0"



➤ Will allow for ordering shop requirements:

✓ PEB

✓ Lubricants

✓ Shop supplies



CAT CODE "S"



- Allows for ordering SL-3 components.
- If SL-3 component deadlines equipment use the Cat Code of "M" or "P" ERO that deadlines the equipment.



CAT CODE "C"



- Allows unit to EVAC major components of an end item.
- To maintenance shops at the same EOM or higher.
- Allows to inter-shop end items at the same EOM w/ Cat Codes "M", "P", or "N" ERO's opened.



NAVMC 10245



- **Equipment is deadlined (Not Mission Capable) when it cannot perform its designated combat mission.**
- ✓ **Routine maintenance does not deadline equipment.**
- ✓ **Owning unit responsible for determining status (adding, changing, or deleting)**



3 D/L STATUSES



- **Not Mission Capable Maintenance (NMCM)**
- **Not Mission Capable Supply (NMCS)**
- **Not Mission Capable Transit (NMCT)**



NOTE



- **FED-LOG list Combat Essentiality Codes (CEC)**
 - ✓ CEC of "5" is a part that renders the MARES reportable end item Deadlined/Degraded.
 - ✓ CEC of "6" is a part that renders the Non-MARES reportable end item degraded.



NOTE



- **TM-4700-15/1H, Ch. 2, Pg. 2-2-24 indicates the appropriate UND that must be used for assignment of priorities to Category Codes.**



QUESTIONS ! ! !





QUESTIONS TO YOU!



Q. What is the yellow copy of the ERO used for?

A. It is owning units receipt while the equipment is in maintenance.



QUESTIONS TO YOU!



Q. When is the DCD required on the ER0?

A. When the piece of equipment is deadlined. Cat Codes of "M" or "P".



QUESTIONS TO YOU!!!



**Q. What is meant by the term
“Critical Parts”?**

**A. Parts or SecReps that precludes
equipment from performing its
intended mission.**

Q. What are the 3 deadline statuses?

A. NMCM, NMCS, NMCT

QUESTIONS TO YOU!

Q. Where can you find the definitions of all the defect codes on the ER0?

A. UM-4790-5, Chapter 24, Pg. 24-3.

QUESTIONS TO YOU!

Q. Which Category Code will be circled for an item of equipment that is not MARES reportable, but is degraded?

A. P without a DCD.



NAVMC 10925

**ERO SHOPPING/TRANSACTION LIST
(EROSL)**

**FOUND IN TM-4700-15/1H, CH. 2, PG. 2-3-1,
AND UM-4400-124, PART III, SECTION 9**



PURPOSE

- **Has dual purposes.**
 - ✓ **ERO Shopping List**
 - ✓ **MIMMS Data input form**
- **EROSL is used in conjunction with the ERO to.**
 - ✓ **Requisition.**
 - ✓ **Receipt for.**
 - ✓ **Cancel.**
 - ✓ **Record partial issues.**
 - ✓ **Simplifies data for all MIMMS transaction.**



CONFIGURATION



➤ Configuration.

- ✓ 100 sheets to a pad.
- ✓ Self-carbonized to permit number of copies.
 - Normally it is three copies as stated in the UM-4400-124, or as directed by MMSOP.
- ✓ Front and back covers are templates.
- ✓ Refer to the UM 4790-5 for all MIMMS input transactions.



RESPONSIBILITIES



➤ **ERO holder initiates:**

➤ **ERO number**

✓ **Unit**

✓ **Date**

✓ **Initials**

✓ **Date personnel
prepared EROSL**

✓ **Circle the correct
Material Usage Code.**

✓ **Shop Section.**

✓ **Source
Reference.**



**GET OUT YOUR
NAVMC 10925
SO WE CAN GO
OVER THE
PREPARATION**

HEADER SECTION

NAYMC 10925 (REV. 6-86)

(2-79 AND 6-82 EDITIONS WILL BE USED UNTIL SUPPLY IS EXHAUSTED)

SN: 0000-00-006-4885 U/I: PADS OF 100 SHEETS

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT _____ DATE _____ MAINT. _____ DATE / INIT. SUPPLY-IP _____ DATE / INIT. DATA CLERK _____ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION _____

A. _____ D. _____ G. _____ J. _____ M. _____ P. _____

B. _____ E. _____ H. _____ K. _____ N. _____ Q. _____

C. _____ F. _____ I. _____ L. _____ O. _____ R. _____

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

ERO: Enter the ERO number assigned to the equipment that requires parts to be requisitioned.

ERO SHOPPING/TRANSACTION LIST

ERO NO.

[illegible]

NOTE: Enter the name of the unit/section requesting the parts.

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT _____ DATE _____ M. INT. _____
DATE / INIT. SUPPLY-IP DATE / INIT. DATA CLERK DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION _____

A. _____	D. _____	G. _____	J. _____	M. _____	P. _____
B. _____	E. _____	H. _____	K. _____	N. _____	Q. _____
C. _____	F. _____	I. _____	L. _____	O. _____	R. _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

DATE: Enter the Julian date the EROSL was prepared.

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT _____ DATE _____ MAINT. _____ DATE / INIT. _____ SUPPLY-IP _____ DATE / INIT. _____ DATA CLERK _____ DATE / INIT. _____

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION _____

A. _____ D. _____ G. _____ J. _____ M. _____ P. _____

B. _____ E. _____ H. _____ K. _____ N. _____ O. _____

MAINT. DATE/INIT: Required initials of the individual authorized to approve the requisition.

UM-4400-124, Part III, Section 9, Pg. 3-9-11, states enter the date and initials of the mechanic who is performing the repairs and is Authorized to sign for the priority indicated

ERO SHOPPING/TRANSACTION LIST

ERO NO. _____

UNIT _____ DATE _____ MAINT. _____ DATE / INIT. **SUPPLY-IP** _____ DATE / INIT. DATA CLERK _____ DATE / INIT.

MATERIAL USAGE CODE: **6 7 8 9** SHOP SECTION _____

A. _____	D. _____	G. _____	J. _____	M. _____	P. _____
B. _____	E. _____	H. _____	K. _____	N. _____	Q. _____
C. _____	F. _____	I. _____	L. _____	O. _____	R. _____

SUPPLY-IP DATE/INIT: Supply section
Enters the date and initials of the
Person receiving the EROSL.

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT _____ DATE _____ MAINT. _____ DATE / INIT. SUPPLY-IP _____ DATE / INIT. DATA CLERK _____ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION _____

DATA CLERK DATE/INIT: Supply section

enters the initials and date verifying that all transactions have posted to

Supply section will check each transaction w/ the DTL that have no errors.

Supply section will correct each transaction w/ the DTL that have

Non-Critical/Critical errors or mistakes per MMSOP.

Supply section will research transactions on the DTL and take corrective action per the MMSOP

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT _____ DATE _____ MAINT. _____ DATE / INIT. _____ SUPPLY-IP _____ DATE / INIT. _____ DATA CLERK _____ DATE / INIT. _____

MATERIAL USAGE CODE: 6 7 8 9

SHOP SECTION _____

A. _____ D. _____ G. _____ J. _____ M. _____ P. _____

B. _____ E. _____ H. _____ K. _____ N. _____ O. _____

C. _____

1. _____ 78 79 80

MATERIAL USAGE CODE: ERO

Holder

circles the appropriate code. Must match what is listed in CC 37.

7 = Corrective

Maintenance

8 = Modification

Instruction

9 = Preventive

Maintenance

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT _____ DATE _____ MAINT. _____ DATE / INIT. SUPPLY-IP _____ DATE / INIT. DATA CLERK _____ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9 SHOP SECTION _____

A. _____	D. _____	G. _____	J. _____	M. _____	P. _____
B. _____	E. _____	H. _____	K. _____	N. _____	Q. _____
C. _____	F. _____	I. _____	L. _____	O. _____	R. _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

HOP SECTION: ERO Holder enters Shop Section as listed on the ERO.

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT _____ DATE _____ MAINT. _____ DATE / INIT. SUPPLY-IP _____ DATE / INIT. DATA CLERK _____ DATE / INIT.

MATERIAL USAGE CODE: 6 7 8 9

SHOP SECTION _____

A. _____	D. _____	G. _____	J. _____	M. _____	P. _____
B. _____	E. _____	H. _____	K. _____	N. _____	Q. _____
C. _____	F. _____	I. _____	L. _____	O. _____	R. _____

SOURCE REFERENCE: Publication used to locate NSN/Part Number. (SI-4 SI-3 Manuf #)

UM-4400-124, Part III, Section 9, Pg. 3-9-11, states it will be entered on Line "A".

Lines "B" through "R" will be used as directed by MMSOP.



**ANY
QUESTIONS ON
THE HEADER
SECTION?**

BREAK



TRANSACTION SECTION

4 ADD (PARTS) TRANSACTION

A 10x80 grid with columns numbered 1 to 80. The first cell (row 1, column 1) is highlighted with a blue box, and a blue arrow points to it from the bottom left.

CC 1 “TRANSACTION CODE”

- ERO holder enters a “4”
- Required entry.



TRANSACTION SECTION

4 ADD (PARTS) TRANSACTION

4 ADD (PARTS) TRANSACTION

11-23 “NATIONAL STOCK NUMBER”

RO holder enters the NSN of each page requested.



TRANSACTION SECTION

4 ADD (PARTS) TRANSACTION

4 ADD (PARTS) TRANSACTION

A 10x80 grid with a blue box around cells 24, 25, and 26 in the top row, and a blue arrow pointing to cell 24.

CC 24-26 “QUANTITY”

-ERO holder enters quantity of the repair parts to be ordered.

Numeric and right justified.

-Required entry.



TRANSACTION SECTION

4 ADD (PARTS) TRANSACTION

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

A blue box highlights the range from column 28 to 40, and a blue arrow points from this box down to the text below.

CC 28-40 “DOCUMENT NUMBER” (Is divided into 3 groups.)

- CC 28-32 is the AAC.
- CC 33-36 is the Julian date.
- CC 37-40 is the Doc. Ser. #.
- CC 37 will contain the MUC as circled in the Header Section.



4 ADD (PARTS) TRANSACTION

A 10x80 grid with a blue arrow pointing to cell (1, 41). The grid has 10 rows and 80 columns. The columns are numbered 1 to 80 at the top. The first row is highlighted in light green. The cell at row 1, column 41 is highlighted with a blue border and a blue arrow points to it from below.

CC 41 “SIGNAL CODE”

-Supply Sect. enters Where part is shipped and who receives the bill. "SC","PB","99" not required.

-Blank, a “13” will will be

automatically generated
 4-4-144. Section 4, Pg. 4-4-144.



4 ADD (PARTS) TRANSACTION

A large grid of 80 columns and 10 rows. The top row is labeled with numbers 1 to 80. A blue arrow points to the cell at column 42, row 2. This cell is highlighted with a blue border.

CC 42-43 “PRIORITY”

- ERO holder enters the priority for each transaction.**
- Must be equal to, or lower than priority of the ERO.**
- Required entry.**



TRANSACTION SECTION

4 ADD (PARTS) TRANSACTION

4 ADD (PARTS) TRANSACTION

A 10x80 grid with a blue box highlighting cells 44-48 in the first row and a blue arrow pointing to cell 46.

44-48 “SUPPLEMENTARY ADDRESSES”

Supply section enters.

May be left blank.

ecReps will be filled out by

the issuer.



4 ADD (PARTS) TRANSACTION

A 10x100 grid with columns numbered 1 to 100. A blue arrow points to the cell at row 4, column 50, which is highlighted with a blue border.

CC 49-50 “UNIT OF ISSUE”

- ERO holder enters.
- Required entry for each transaction.



TRANSACTION SECTION

4 ADD (PARTS) TRANSACTION

A large grid of 100 columns and 10 rows. The top row is numbered 1 to 100. A blue box highlights the top row from column 51 to 64. A blue arrow points from the bottom center to the box.

CC 51-64 “JOB ORDER NUMBER”

**-ERO holder enters the JON,
provided by your Supply
section.**

-May be left blank, unless



4 ADD (PARTS) TRANSACTION

A 10x80 grid with columns numbered 1 to 80. A blue square highlights the cell at row 1, column 65. A blue arrow points upwards to this cell from below the grid.

CC 66 “DEMAND CODE”

-ERO holder enters a “R” for Recurring or a “N” for Non-Recurring for each transaction.

-TM 4700-15/1_ does not dictate whether



DEMAND CODES



- ✓ **UM-4400-124, Part IV, Section 4, Pg. 4-4-35.**
- **Recurring demand is a request made periodically or anticipated to be repetitive, such as repair parts.**
- **Non-Recurring demand is a request known to be a one time occurrence, such as a modification.**



TRANSACTION SECTION

4 ADD (PARTS) TRANSACTION

4 ADD (PARTS) TRANSACTION

A 10x80 grid of squares. The top row is labeled with numbers 1 through 80. The grid is divided into four horizontal bands of 5 rows each. The first and third bands are light green, while the second and fourth bands are a darker green. A blue arrow points to the square at row 2, column 67.

CC 67 “NOT MISSION CAPABLE SUPPLY (NMCS) OF THE PARTS TRANSACTION”

- ERO holder enters the NMCS indicator for each transaction when required.



NMCS INDICATORS



- **"9"** Will be used by units overseas or stateside units alerted for deployment within 30 days.
- **Priorities "01", "02", or "03".**
- **Part required to remove equipment from a NMCS status.**
 - ✓ **Expedited handling.**



NMCS INDICATORS



- **"N"** Will be used by units stateside or overseas.
- Priorities **"02"** through **"08"**, or **"09"** for stateside customer and **"05"** for overseas customer.
- Part required to remove equipment from a NMCS status.



NMCS INDICATORS



- **"E"** Will be used by units either stateside or overseas.
- **Priorities "02" through "08"**
- **Part required to remove equipment from a ANMCS condition that is anticipated to occur within 15 days for stateside and 20 days for overseas customer that will result in equipment entering into a NMCS status.**



NMCS INDICATORS



- CC 67 will be left blank when the part does not place the equipment into a NMCS or ANMCS status.



NOTE



- **Combat Essentiality Codes for parts can be located in FEDLOG and associated publications.**
 - ✓ **CEC of "5" is repair part or SecRep that renders MARES reportable equipment deadlined or degraded.**
 - ✓ **CEC of "6" is a repair part or SecRep that renders a Non-MARES reportable equipment deadlined or degraded.**



4 ADD (PARTS) TRANSACTION

68	69	

best suits the part being

ordered. Logistics Operations Defense Logistics Agency, Customer Assistance Handbook.



MIMMS ADVICE CODES



- **The ERO holders enters, if required.**
 - ✓ **"SC" is for a "Scrounged" part.**
 - ✓ **"PB" is for a "Pre-Expended" part.**
 - ✓ **"99" is for a Non-System" item.**
- **UM-4790-5, Chapter 24, UM-4400-124, Pg. 4-4-14 and TM-4700-15/1H, Pg. 2-3-9.**



PEB ITEMS



- Not required to be reported when a Operator applies a PEB item.
- 2nd EOM or higher will report items applied in Quantities equal to or in multiples of the U/I, using the advice code of "PB"
- Not required when the cost is less than \$50.00.

- Scrounged Repair Parts. Report all items obtained using a EROSL and advice code of "SC".
- SASSY Advice Code. ERO holder coordinates with the Supply section for all advice codes.
- SecRep Items Advice Code. Issue point will enter advice code.
 - ✓ I.E. "F1" exchanged item is the same as what was turned in.



TRANSACTION SECTION

4 ADD (PARTS) TRANSACTION

A large grid of 79 columns and 10 rows. The top row is numbered 1 to 79. A blue box highlights the top row from column 70 to 79. A blue arrow points from the bottom right towards the highlighted area.

CC 70-79 “NOMENCLATURE OR PART NAME”

-ERO holder enters the Nomen/Part Name for each transaction.



QUESTIONS



10 MIN



SPECIAL INSTRUCTIONS



- Requisition PEB items by using a shop overhead ERO, per MCO P4790.2_.
- ERO parts bin (Layettes) is a place where parts are stored till applied to the equipment.
 - ✓ Small parts for the same ERO will be kept together in the ERO parts bin.
 - ✓ Large items are normally kept together secured as space is available.



SPECIAL INSTRUCTIONS



- **Parts received that are not installed immediately will have the EROSL annotated with:**
 - ✓ **Date/quantity received.**
 - ✓ **ERO bin location.**
 - ✓ **Or location designated other than the ERO number.**



SPECIAL INSTRUCTIONS



- **Parts removed for installation, the mechanic or shop chief shall annotate the EROSL.**
- **Annotation procedures must be contained in the Major Subordinate Command Maintenance Standing Operating Procedures (MSCMMSOP).**

ERO SHOPPING/TRANSACTION LIST

ERO NO.

UNIT

DATE

MAINT.

DATE
DATE
INT

INIT.

SUPPLY-IP

DATE
DATE
INT

INIT.

DATA CLERK

DATE
DATE
INT

INIT.

MATERIAL USAGE CODE: 6 7 8 9

SHOP SECTION

A.

D.

G.

J.

M.

P.

EQUIP.NOMEN.

H.

K.

N.

YOUR NAME

SERIAL #

F.

L.

O.

YOUR SIGN.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

QTY RCVD 001/DATE

SIGNATURE

JON#

QTY ISSUED 001/DATE U/P

0.00

SIGNATURE

T/P

CLASSROOM MSCMMSOP
PROCEDURES!



FILING



- When the ERO holder completes the requisition information:
 - ✓ It is taken to the Supply section.
 - ✓ Supply will then complete its required information.
 - ✓ Returns the 2nd copy to the ERO holder.
 - ✓ 1st copy is maintained by Supply while parts are outstanding.



FILING



- ✓ Supply will then forward the original to the keypunch clerk for processing.
- ✓ Supply will then ensure all transactions have been accepted on the DTL.
- ✓ Supply then forwards the original to the ERO holder, who will join it with the original ERO.



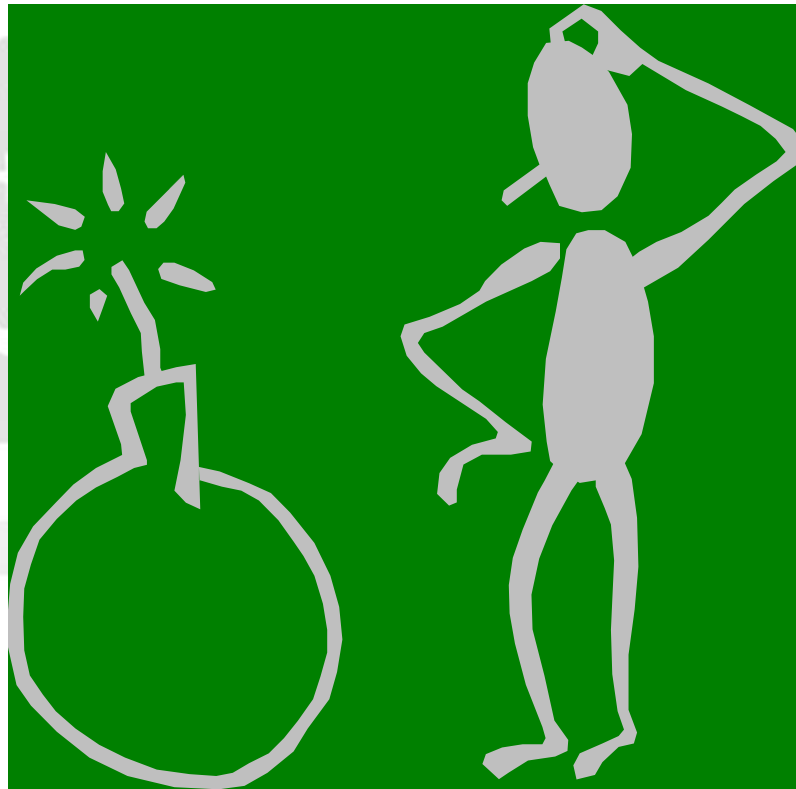
FILING



- ✓ FMSS supported units are not required to retain EROSL when associated ERO has been closed out.
- ✓ Non FMSS supported units will file the completed original ERO/EROSL together and retain for a minimum of 1 year in the equipment record jacket.
- ✓ Exceeds 1 year, retain the most recent completed ERO/EROSL.



QUESTIONS ! ! !





PRACTICAL APPLICATION



QUESTIONS



QUESTIONS TO YOU!



Q. What is the Material Usage Code for SL-3 Components?

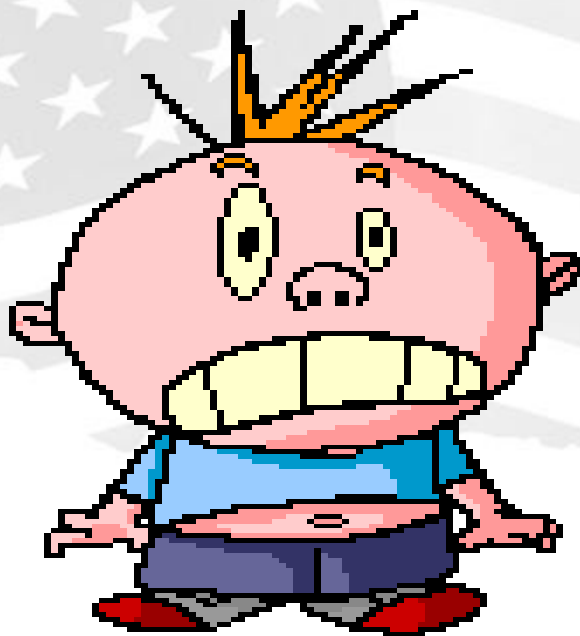
A. 6

Q. What are the NMCS Indicators and what CC do they go in for NMCS and ANMCS parts being ordered?

A. 9, N, and E, CC 67



BREAK!





SF 368



PRODUCT QUALITY DEFICIENCY REPORT

**FOUND IN THE TM-4700-15/1H,
PG. 2-12-1 AND MCO 4855.10_**



PURPOSE



- ✓ Provides information to activities responsible for:
 - Development
 - Procurement
 - Management of equipment concerning deficiencies in:
 - Material
 - Design
 - Procurement



OBJECTIVES



- **Primary goals are to maximize:**
- ✓ **Mission and Operational effectiveness.**
 - ✓ **Prevent recurring deficiencies.**
 - ✓ **Improve user satisfaction.**



OBJECTIVES CONT.



- Provides deficiency reporting and date feedback which provides for:
 - ✓ Appropriate documentation
 - ✓ Action/resolution
 - ✓ Specific POC at all phases.



OBJECTIVES CONT.



- Analysis and investigation in a timely manner for expedient corrective and preventive action.
- Control and disposition on deficient material.
- Allows management with visibility of the summary data, Identification of problems, recurring problems, and resolution/corrective action.



POLICY



- Units will report deficiencies IAW criteria set forth in the MCO 4855.10_.
- Investigation into resolution of deficiencies will be expedient and units will be notified of the corrective action.



ACTION



➤ Qualifications and procedures.

- ✓ Begins with the user/originator submitting to the originating point.
 - User/Originator: Person who discovers deficiency and reports it to the originating point.
 - Originating Point: Unit that discovers the deficiency and reports it to the screening point.
 - Screening Point: CO, MCLB (Code 808), Albany, GA.

ACTION

- ✓ Shall be submitted for any of the following circumstances.
 - Physical or operational hazard to personnel or material.
 - Design of materials which impedes.
 - Faulty or poor workmanship.
 - Excessive wear or deterioration.
 - Operation or performance that fail to meet stated operational limits.
 - Other circumstances not listed.
 - Computer deficiencies.
 - Under warranty refer to ULSS or SI.



REPORTING RESPONSIBILITIES PROCEDURES



- **Person who discovers deficiency shall submit a SF-368 to the originating point.**
- **Originating point shall verify the PQDR IAW MCO 4855.10_ and assign on of the Categories (I or II).**



CATEGORY I DEFICIENCY



- **Causes death, injury, or severe occupational illness.**
- **Loss of major weapon system capability.**
- **Directly restricts combat readiness capabilities.**
- **Results in production line stoppage.**



CATEGORY I DEFICIENCY



- Suspend use of item and any in stock.
- Maintain exhibits till screening point calls for or for 60 days from receipt of control number.



CATEGORY I DEFICIENCY



- When urgency exist.
 - ✓ Cat "I" may first be transmitted by oral communication.
 - ✓ Must followed-up electronically by priority message.
 - ✓ SF 368 will be e-mailed or electronic fax within 48 hrs of message only when documents will aid the investigation.
 - ✓ Triplicate and contain the DTG, and report number.



CATEGORY II DEFICIENCY



- **Product quality deficiency that does not meet the criteria set forth for Cat I.**
 - ✓ **Suspend use as necessary.**



ALL PQDR CATEGORIES



- **Maintain exhibits for 60 days.**
- **Clothing (As Required)**
- **Forward a information copy on computer assets.**
- **Supporting maintenance activities will assist when necessary.**
- **Report any deficient response.**
- **Maintain a status log for period of 1 year.**



REPORTING RESPONSIBILITIES PROCEDURES



- **Originator will complete 368 and provide an original and two copies to the screening point via the originating point.**
 - ✓ **Originator will ensure the report is complete and clearly explain all available information.**
 - ✓ **Separate PQDR per each deficiency may be consolidated.**
 - ✓ **Reference deficiencies that are the cause of another deficiency.**



NOTE



- **Action Point**: Focal point, service/agency, contractor, who is responsible for resolution of the report.
- ✓ Action Point is only authorized to transmit report to the Support Point.



NOTE



- Support Point: Assists the Action Point, as requested.
- Product Quality Deficiency: is a defect or nonconforming condition that limits or prohibits the item from fulfilling its intended purpose.
 - ✓ Design, specifications, material, manufacturing, operation, and workmanship.



REPORTING RESPONSIBILITIES PROCEDURES



- **Originating Point shall furnish any drawings sketches, etc.**
- **Unit holds defective part as an exhibit, awaiting Disp. Inst. from Screening Point.**
- **All deficient material shall be secured and tagged w/ a DD Form 1575, Suspend Tag-Material and DD Form 2332, Product Quality Deficiency Report Exhibit, per MCO 4855.10_. Preparation is self explanatory.**



PREPARATION INSTRUCTIONS



- **PREPARATION INSTRUCTIONS ARE LOCATED ON THE BACK SIDE OF THE SF-368.**

PRODUCT QUALITY DEFICIENCY REPORT

☐ CATEGORY I

☒ CATEGORY II

1a. FROM (Originator)

**Engineer Equipment Instruction
Company, Marine Corps Detachment
Fort Leonard Wood, MO 65473**

2a. TO (Screening point)

**Commander MARCORLOGBASES
CODE 808-1
Albany, GA 31704-5000**

1b. NAME, TELEPHONE NO. AND SIGNATURE

**Tom Highway (573)596-0718
TomHighway (signature)**

1c. DATE

870703

2b. NAME, TELEPHONE NO. AND SIGNATURE

2c. DATE

ENTER A "X" IN THE

Block Enter name of activity, Activity Address Code, and address including Zip Code.

Name, Telephone Number, and Signature

1c. Date report was signed and forwarded to the screening point.

2a. Originator point will complete.

2b. Completed by Screening Point

2c. Screening Point enters date when finished processing

3. REPORT CONTROL NO. M38010-87-0001C	4. DATE DEFICIENCY DISCOVERED 870703	5. NATIONAL STOCK NO. (NSN) 1005-00-921-5004	6. NOMENCLATURE Magazine, Assy.30RD,5.56mm	
7a. MANUFACTURER/CITY/STATE Cooper Industries Upland, CA 91786		7b. MFRS. CODE 30389	7c. SHIPPER/CITY/STATE MCLB Albany, GA 31704-5000	
			8. MFRS. PART NO. 8448670	

3. Consist of; Unit RUC(six digits), Calendar yr.(two digits),sequential numbers(four digits),C for CAT. I and R for CAT. II

4. Enter date deficiency was discovered

5. Enter the NSN of the deficient material

6. Enter the noun name of the deficient material

7a.Enter name of manufacturer

7b.Enter the MFRGS Code(five digits)Located in FEDLOG

7c.Enter shippers address if different from MFRS

8. Enter the MFGS Part Number

9. SERIAL/LOT/BATCH NO. 982-15A	10a. CONTRACT NO. DAAA09-81- C-4548	10b. PURCHASE ORDER NO. UNKNOWN UNKNOWN	10c. REQUISITION NO. M819	10d. GBL NO.
11. ITEM <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REPAIRED/ OVERHAULED	12. DATE RECD, MFRD, RE- PAIRED, OR OVERHAULED May 1983	13. OPERATING TIME AT FAILURE Block 22	14. GOVERNMENT FURNISHED MATERIAL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

9. Enter Serial/Lot/Batch No. as applicable. Use Block 22 if more space is required.

10a-10d. Enter these numbers on any other available transportation document number in lieu of Government Bill of Lading

11. Enter a "X" in appropriate block

12. Enter date if available

13. Enter time discrepancy was identified (HRS, Miles, Cycles) Use Block 22 for amplifying information.

14. Check the appropriate block

15. QUANTITY		a. RECEIVED	b. INSPECTED	c. DEFICIENT	d. IN STOCK
		500	250	250	250
16. DEFICIENT ITEM WORKS ON/WITH	a. END ITEM (Aircraft, mower, etc.)	(1) TYPE/MODEL/SERIES M16A2, 5.56mm Rifle 1005-01-128-9936			(2) SERIAL NO. N/A
	b. NEXT HIGHER ASSEMBLY	(1) NATIONAL STOCK NO. (NSN) N/A N/A	(2) NOMENCLATURE N/A	(3) PART NO. N/A	(4) SERIAL NO.

15a. Enter numbered received

15b. Enter number that were inspected

15c. Enter number deficient after inspection

15d. Enter number of items at the facility reporting the deficiency

16a(1-2). Enter the PEI, Indicate NSN, Type, Model, Series, and serial number as applicable.

16b(1-4). Enter the NSN, Nomenclature, and Part Number of the next higher assembly, as applicable.

17. UNIT COST \$ 3.15	18. ESTIMATED REPAIR COST \$ 1,575.00	19a. ITEM UNDER WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> UN-KNOWN	19b. EXPIRATION DATE Unknown
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20. WORK UNIT CODE/EIC (Navy and Air Force Only.)

N/A

21. ACTION/DISPOSITION

☒ HOLDING EQUIPMENT FOR **60** DAYS
 ☐ RELEASED FOR INVESTIGATION
 ☐ RETURNED TO STOCK
 ☐ DISPOSED OF
 ☐ REPAIRED
 ☐ OTHER (Explain in Item 22)

22. DETAILS (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including

- 17.** Enter the dollar value of the deficient item.
- 18.** Enter the unit cost times the number of units for replacement or estimated repair cost (Including overhead)
- 19a.** Check the block to indicate if item is under warranty
- 19b.** Enter the expiration date if known
- 20.** Enter "N/A" as this is N/A for the Marine Corps
- 21.** Check the appropriate block to indicate the action taken or requested. When being held, indicate the number of days. Check "Other" if none apply and indicate action taken in Block 22

After 5 months use, the new magazines developed problems. They either failed to feed the final five rounds or failed to feed at all.

23. LOCATION OF DEFICIENT MATERIAL

Same as 1a.

22. Describe in detail to the best of your ability, what is wrong, how and why. If pictures are used, ensure a ruler is employed as a scale placed alongside the item. Use additional paper if required and attach to the SF 368.

23. Enter the address and telephone number of the activity holding the item if it is different from the Originator address.

The following blocks will be filled out by the appropriate personnel.

24a. TO (Action Point)

25a. TO (Support Point) (Use Items 26 and 27 if more than one)

24b. NAME, TELEPHONE NO. AND SIGNATURE

24c. DATE

25b. NAME, TELEPHONE NO. AND SIGNATURE

25c. DATE

26a. TO (Support Point)

27a. TO (Support Point)

26b. NAME, TELEPHONE NO. AND SIGNATURE

26c. DATE

27b. NAME, TELEPHONE NO. AND SIGNATURE

27c. DATE



RECORDS



- **Records are a principle form of objective evidence.**
- **Activities shall retain records indefinitely for all PQDR's for which they have not received notice of any closure action.**



NOTE



- **Closure**: When investigation into the cause has been completed;
- Corrective actions to preclude recurrence.
- Credit/disposition instructions have been provided.
- Best interest of the Government/Marine Corp that it be considered closed.



Your outline contains a listing of the PQDR Process and Actions, and PQDR Timeframe Response Matrix. take a few minutes to look them over.



QUESTIONS ! ! !



QUESTIONS ! ! !



Q. What Marine Corps Order assigns specific responsibilities facilitating submission and processing of PQDR's?

A. MCO 4855.10_



QUESTIONS ! ! !



Q. Who can submit a PQDR?

A. Anyone, person who discovers the deficiency.



QUESTIONS ! ! !



Q. What is the timeframe for the originator to submit a Cat I PQDR to the Originating Point?

A. 24 hours after discovery.



SUMMARY



BREAK!!!

